St. Thomas FGB Minutes

Meeting – Part 1 Minutes			
Date/Time	Wednesday 16 December 2020 – 18.00	Location	Microsoft Teams Meeting.

Governors:	I			Governors:	Initials	
C Edwards	CE	Chair – Parent		J Downing	JD	Staff
M Laver	ML	Vice Chair – Co-opted		J Noakes	JN	Co-opted
A Evans	AE	Co-opted		M Rich	MR	Co-opted
C Rowe	CR	Co-opted		M Adams	MA	Parent
F Radmore	FR	Staff		T Al-Khalili	TK	Co-opted
				J Stone	JS	Head Teacher

Apologies	Initial	Reason (Category of Governor)
M Adams	MA	Parent
F Radmore	FR	Staff

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Phillippa Lane	PL	Clerk
Rachel Shaw	RS	CEO

Minutes to
Attendees
Apologies
Academy Website
Trust Board.

No	Agenda	Led by
1	Welcome and Apologies:	Chair
2	Declaration of Interests:	Chair
3	Minutes of the previous meeting 18 November 2020 – Part 1:	Chair
4	Appointment of a Vice Chair:	Chair
5	Finance Update:	Head Teacher
6	Pupil Premium Strategy – Approval:	Head Teacher
7	Equality Statement – Approval:	Head Teacher
8	Safeguarding Update:	Head Teacher
9	Pupil & Staff Well-being Update:	Head Teacher
10	Policy Approval:	Head Teacher
11	Governor Information on School Website:	Chair
12	Governor Monitoring:	Chair
13	Governor Training:	Clerk
14	LGB Risk Register Review:	Chair
15	Links to Parents & Community:	Chair
16	Communication to the Trust Board:	Chair
17	Matters brought forward by the Chair:	Chair
18	Future Meeting Dates:	Clerk

Signature of Chair

Agenda Number	Details of discussion	Decision or Action
1	**Welcome and Apologies:** CE opens the meeting at 18.04 and welcomes the attendees. Apologies are noted from MA and FR.	
2	**Declaration of Interest:** None.	
3	**Minutes from the previous meeting 18 November 2020 – Part 1:** Matters arising: CE refers to link governor roles and proposes MR to take on the link governor role in respect of Health & Safety (H&S). MR agrees. JS advises the school is due an H&S audit at the end of January. Outstanding actions include MR health and safety and CR for safeguarding. • The minutes are approved as a true and accurate record of the meeting.	
4	**Appointment of the Vice-Chair:** CE asks ML if he would continue with this role, ML agrees to this and is appointed as vice-chair. No other nominations are received, but CE asks the governors to consider a future succession plan for this role moving forward to next year.	
5	**Finance Update:** CE refers to the finance report previously circulated to governors ahead of the meeting. JS confirms that savings have been made with regard to supply teachers as self-isolation time has reduced from 14 to 10 days, however the risk remains that this budget will increase in expenditure. RS advises the Trust have contingency funding place respective of additional Covid costs from the Trust's reserves funds. JS advises that mass Covid testing within schools will be taking place in the new year, but this is being trialled within the secondary sector first. Expenditure is expected due to the replacement of the kitchen boiler, obtained quotes so far show an expected cost of £1800. The school lift requires a new circuit board and so far expected costs are in the region of £8K. JS adds that the lift part may be able to be claimed on the school's insurance or the school could apply for an emergency CIF Bid. JS advises that money from the capital budget could be used, however this would prevent further school improvement works taking place. A member of staff has reduced hours and JS advises that he has managed to find a replacement to take up the remaining hours within the budget. A child will be starting in foundation with an Educational Healthcare Plan (EHCP). Teaching Assistant (TA) support will be required in foundation and to cover the aforementioned hours in year 2. This will be an increase in TA costs of approximately £2,300, but funding from the EHCP will offset the increase. A new TA has been recruited. Catch up funding is confirmed as £3,600, JS wants to establish how well the interventions are working and to use the money to target children who may need extra help. ML refers to the report and points out a staff secondment income amounting to £4.00 and clarifies the amount. JS explains the situation and will investigate further.	

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6	**Pupil Premium Strategy:** Governors were forwarded the strategy report ahead of the meeting. JS briefly explains the nature of the report and advises the report format has been taken directly from the DfE. The report indicates a percentage increase in PP children achieving Age Related Expectancy (ARE) in this group compared to the previous year's cohort. CE seeks clarification on which cohort the report refers to. JS explains the reports refers to last years cohort and their progression has been tracked from the previous year to this year. 50% of PP children were achieving their ARE and 33% (at end of KS2) were achieving greater depth based on teacher assessment. Main strategies going forward are to close the gap and to develop positive learning behaviours. Curriculum intervention programmes such as Read Write Inc and Accelerated Reader are having a positive impact so far. Groups with a high level of supervision and 1-1 intervention receive support with key sounds. Other key areas include children's' well-being and having the facilities to support families. JS advises the school counsellor plays significant role within the PP groups and programmes such as 'Thrive' play a significant role. JN seeks clarification from the report with regard to maths as a priority, but comments Power Maths is not referenced. JS explains that his primary focus from the most recent Ofsted inspection was to prioritise reading and phonics and therefore the strategy was moulded around these subjects and to close the gap with regard to literacy. ML comments on the readability of the document, JS confirms that the school are working towards linking the curriculum interventions via the school website to cross reference against the document. CE refers to priority 1 from the report and asks can we clarify what the 'gap' is and who is the 'gap' against, non PP or is it national? And what is the size of the 'gap'? JS advises this referred to in the report and refers CE to the explanation with regard to barriers to learning, but concedes that this information would be useful to add. CE asks how is the drive to improve attendance being monitored? JS explains compared to national and local figures St Thomas' attendance levels are good, but can be improved. The school have issues with some parents regarding attendance and letters have been issued to parents and the school are currently working with families. JS confirms that medical evidence is required from some parents whose children are not attending school and further support has been enlisted from the Education Welfare Officer (EWO). CE comments regarding the 2% of children making slow or no progress and feels that with all the disruption this year caused by Covid this should be reflected with regard to the figures.	**Decision: The PP Strategy is approved – subject to amendments.**
7	**Equalities Statement:** Governors were forwarded the equalities statement and objectives ahead of the meeting. JS asks the governors for any further additions and or comments. JS refers to the 2nd paragraph and asks the LGB does the list need to be reflective of the protective characteristics? JN asks should religion and beliefs should be added? JS agrees to add this to the list. CE refers to the paragraph before the list of objectives, CE observes that ethnic and black minorities are referred to separately and should another inclusive term be used? RS suggests the last paragraph could be changed to list the 9 protected characteristics from the Equalities Act 2010 and reference made to them when explaining how the curriculum is delivered.	**Decision: The Equality Statement is approved – subject to amendments.**

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8	**Safeguarding Update:** CE refers to the previously circulated safeguarding documents and JS explains that the subsequent information is for governors to read after the audit has been submitted. CE asks how does the audit work with regard to actions that may result from the audit? JS replies that the audit identifies further training and ensures protocols are followed, new safeguarding matters are recognised and raises the profile of safeguarding within the school. The Local Authority safeguarding team cross reference the audit against legislation and best practice. RS adds that the Local Authority will identify any safeguarding trends and themes arising from the schools within the area and will disseminate protocol to the schools. CE asks what can we learn from the ready for anything procedure? JS explains this is to raise awareness regarding evacuation, lockdown and terrorist attacks on schools. RS refers to the staff training and ensuring staff are aware of the different types of signals for a lockdown and evacuation. CE asks CR to give feedback to the governors on the recent meeting she had with the Deputy Safeguarding Lead (DSL) on 27 November. Points of discussion included: • How the DSL's role has been affected due to the current Covid situation with regard to support to children and families. • Whether the DSL has adequate support in her safeguarding role. CR confirms that she has now completed the governor safeguarding training and is to have another meeting with the DSL in January. JS advises the DSL's role is a varied and busy role with different aspects of safeguarding concerns throughout the school year. There are currently two children in child protection and one child in care. The DSL has had a major impact with regard to safeguarding early help. Increasing numbers of children recognised as Free School Meals (FSM) and PP. Concerning trends reported by the safeguarding agencies include, sexual abuse with an increase in referrals and child on child assaults. CE asks CR to provide a report for the next meeting.	**Action: CR to provide safeguarding report after meeting with DSL.**
9	**Pupil & Staff Well-being Update:** JS advises the staff are in good spirits despite a very challenging term. Staff are looking forward to the Christmas break. Children seem to coping well, but are reacting in different ways to the impending break. JS advises that he has issued a fixed term exclusion and the school are currently working with the family. CE asks JN in MA's absence if she has any comments or questions. JN refers to Pupil Attitudes to Self and School (PASS) and this is discussed. MA to liaise with JN with a view to an update at the next meeting.	**Action – MA to liaise with JN to update the governors at the next meeting.**
10	**Policy Approval: Supporting Children With Medical Needs Policy:** The model policy is discussed and JS highlighted two areas for governors to consider. As a school should we administer non-prescribed medicines? How often is this policy is reviewed? This is discussed and various examples of administering non prescribed medicines which have parental consent are referred to. RS advises with the parental consent the school can administer non-prescribed medicines such	

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	as paracetamol, but this will not be given to the child before the child has been at school for 4 hours. JS confirms that written consent is required each time medicine is administered. It is established that the policy will reflect the added provisos. The policy is adopted and is to be reviewed every 2 years.	**Decision: Governors adopt the SCWMN Policy.**
11	**Governor Information on school website:** JS advises that he has checked that the website is up to date although there is outstanding policy work to be completed.	
12	**Governor Monitoring:** It is agreed AE will shadow ML with regard to PP governance. CE refers to the possible requirement for an Early Years Foundation Stage (EYFS) governor. CR as the previous foundation governor is happy to impart her knowledge with any governor who would be willing to take on the role. CE asks does this role fit into any of the other existing governor roles? JS responds in the affirmative. CE proposes to keep the link governor role, but in the meantime the monitoring associated with early years and foundation could be picked up within another lead role. CR agrees to forward her information to CE. AE asks CR are there any factors within the foundation stages which would affect PP children more so than the other children? CR responds and briefly explains how early learning goals are put in place to see how the school are supporting these children. JS confirms that speech and language is a significant area for PP and or disadvantaged children. CE asks AE is she would be able to assist with the communication outlook from the governors. AE agrees to this. CE proposes in the new year governor monitoring is to take place with regard to health and safety, Read Write Inc and Accelerated Reader as these are areas of priority and for respective lead governors to make contact with the school. JN asks should all monitoring be recorded or are site visits only to be recorded? CE responds all meetings even online meetings should be recorded.	**Action – AE to assist with the communication outlook from the governors.**
13	**Governing Training:** The Clerk advises the governors regarding the previously circulated reading material and advises that reading time does count towards CPD.	
14	**LGB Risk Register:** CE advises that this is an open document and all governors are able to edit the document. CE describes the nature of the register and confirms that he has completed the governance section. CE would like to propose CR as lead governor to complete the section on safeguarding and asks MR to complete the sections on health & safety and premises. Covid operational plan update: JS advises that there were no further changes from the previous risk assessment.	**Action: CR & MR to complete the relevant sections of the risk register.**
15	**Links to Parents & Community:** CE updates the governors on the governors' section within the school newsletter. CE proposes to update the newsletter after every FGB with any relevant governance news for parents. CE asks AE to assist with this due to her expertise in this area.	

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	AE makes a suggestion to post parents (via class Dojo) with a short message from the governors, summarising the meeting content. JS agrees he could post a message from the governors via Dojo and the school gateway, but with a signpost from the school newsletter. AE asks if we could provide a timeline of governor activity which could be used to benefit prospective parents? JS concurs with this and agrees that the website does not sometimes accurately reflect the school. CR wonders if the governors should be more forward facing to the parents. RS suggests having a governor's award for the school.	
16	**Communication to the Trust Board:** The business plan and the remodelling of the administration functions is briefly discussed. CE advises that he has forwarded his views regarding this and although the LGB is fully supportive of the changes, he did have some concerns. RS notes CE's concerns and these are briefly discussed. RS advises that recruitment for new central staff will be taking place in January and would like to involve the LGBs in this process.	
17	**Matters brought forward by the Chair:** No further matters are brought forward.	
18	**Future meeting dates:** CE advises the LGB on the amended date for the next FGB meeting to take place on 27 January 2021 – 18.00. CE thanks all the governors and the Clerk, and wishes all a very happy Christmas and New Year.	

The meeting closed at: 20.07.

Date/Time of next meeting	27 January 2020 – 18.00.	Location	Microsoft Teams Meeting- until further notice.

Signature of Chair