

Minutes of the Governing Body meeting held virtually via Microsoft Teams 22nd November 2021

Present

Ms S. Lewis, Ms E. Scourfield, Dr E. Warren, Mrs C. Porter, Mrs B. Hurlstone, Mr C. Johnson, Mr J. Wilcock, Mr M. Chorley, Ms M. Kendall, Mrs L. Duffy

Apologies for absence

Mrs E. Brown, Mrs A. James and Mr N. Beighton

Minutes of the Previous Meeting

A current record.

Matters Arising

Nothing to report.

Correspondence

Nothing to report.

• Capability Procedure for Teachers and Headteachers

All Governors agreed to the updated CSC Capability Procedure.

• Model Whole School Pay Policy 2021

All Governors agreed to the Model Whole School Pay Policy 2021.

• Leadership Committee Report

The committee met just before the full Governing Body meeting. Ms S Lewis gave a brief feedback of what was discussed. Currently there are two members of staff on long term absence, which are being covered by supply, this will have an impact on the budget. The budget was looked at during the meeting and the cost centres which have overspent. Ms S Lewis explained that overspends are not a concern at the moment as the school is likely to get grants at the end of the year, where teachers have been released for courses and funds will be received to cover this. However the overspends is something to keep a track of and discussions regarding ways to get revenue into the school also took place.

• Other Committee Reports

The Teaching and Learning Committee met this term. Mrs M. Kendall informed Governors that Mrs A. James discussed the new curriculum and also shared a video with them outlining the curriculum. The school has bought a new scheme Maestro from Cornerstones which will help to prepare for the new curriculum. The school has used Cornerstones for many years. All teachers attended an INSET from Cornerstones recently and will be working through the Maestro scheme to see what is available and what they can implement in school. Ms S. Lewis informed Governors that this will save a lot of admin time in terms of mapping out what needs to be covered for the new curriculum.

• Headteacher's Report

Ms S. Lewis went through her report in more detail. Governors were informed that it has been a busy term so far with lots of fun activities and the children are making good progress.

The school have been awarded the Tesco Community grant, for the second time, which will be used for IT equipment in the Foundation Phase as there has already been funding for KS2. During the last meeting it was agreed for Ms S. Lewis to write a letter to the Vale, on behalf of all the Governors, regarding lack of funding for ALN. Ms S. Lewis explained to Governors that this has been followed up with a call to action by NAHT, which involved writing a letter to local AM and will be followed up by a letter to the local authority.

There is a low nursery intake for January which means that that we will be maintaining a nursery morning session only. This will help with staffing costs as nursery staff will be able to help support elsewhere in the afternoons but it will have an impact on the budget overall. Ms S. Scourfield expressed concerns regarding low intake and the effect it will have on the budget. Mrs C. Porter questioned if there was any other wrap around care we could promote the nursery to or any mother and toddler groups who could access the building. Ms S. Lewis advised wrap around is mostly for private nurseries but mother and toddler groups is a possibility and will look into this as they could use the nursery in the afternoons. Clerk advised Governors that the nursery and reception teacher are currently creating an article for the Penarth Times to try and promote the nursery.

Governors were informed that there has been a lot of staff on sick leave and there are currently two members of staff on extended sick leave. There are issues with getting supply at the moment so therefore staff are exhausted as they are covering other positions as well as their own roles.

Mr C. Johnson questioned if other equalities, not just racial incidents, are monitored and reported to the Local Authority. Ms S. Lewis advised that other equalities are monitored and that she will update the Headteacher report format to reflect this. The Local Authority are also now talking with MyConcern developers so that all incidents can be reported on there. The school is now on the fourth -Keyto -Happier Living which is awareness. This relates to mindfulness, and taking time to stop and notice the environment and how we are feeling. The children have responded really well and have enjoyed the programme so far.

Appendix A: Confidential item removed.

The School Council have recently met with St Cyres cluster School Councils virtually to discuss actions linked to climate change and they will be focusing on a green day after Christmas. The School Council and Eco-Committee are currently working together to create a Christmas window display for Anytime Fitness Gym with the theme of climate change.

Ms S. Lewis informed Governors that there will be a more detailed report about ALN in the next Headteachers report. This will include costs towards school and will identify how many new children and how many parents have requested additional support. Mrs C. Porter queried what sort of percentage are ALN. Ms S. Lewis advised roughly 9% but will report in next meeting.

Virtual parents evenings took place in October which were very successful. Parent Governors agreed.

The PTA will be holding their AGM this week in school and it will also be available to attend virtually. Two of the four current members are wanting to leave and we will have to consider over the meeting if it is still viable to continue.

Performance Management Targets have now been set and these will be shared with teachers this week. ALN meetings and training regarding the new ALN Bill have also taken place. The Gymnastics Club have left but BearPak are looking to use the premises during the holidays and a local school ballet club is hiring the hall for one Saturday every month which will bring revenue into school.

• **Safeguarding**

Ms S. Lewis advised Mrs C. Porter that she may need to attend Safeguarding training from a Governors Prospective. Mrs C. Porter has attended many different Safeguarding training recently for her own school but is happy to attend and will contact the Vale and look into this.

• **Governor Training**

Dr E. Warren and Mrs M. Kendall have both recently attended curriculum training. Dr E. Warren is booked to attend Data training in December. Once this training is complete all Governors are up to date with mandatory training.

• **Teacher's Representative Report**

Mrs A. James absent. Nothing to report.

• **Non-Teaching Staff Representative's Report**

Nothing to report.

• **Health and Safety**

Ms S. Lewis informed Governors that all health and safety checks are up to date and still following Covid procedures that are in place.

• **GDPR, Data Breach and Cyber Security**

Nothing to report.

• **Any other Business**

Mrs C. Porter questioned if there was any plans in place for this year's Christmas concert yet. Ms S. Lewis advised Governors that the concert will be virtual again this year and available for parents to watch on Google Classroom. The school production is 'Christmas around the World' with each class representing a country and recording 5 minutes each.

• **Matters deemed to be confidential for the publication of the minutes**

Appendix A: Headteachers Report

• **Date of next meeting**

Mr J. Wilcock queried if the meetings are going to continue virtually. Ms S. Lewis advised that the Vale guidance is still to continue to work from home and therefore virtual meetings are advisable. All Governors agreed to continue virtually.

Ms E. Scourfield mentioned that some Governors haven't had a chance to see the school yet due to Covid-19 and wondered if they would like to visit to have a look around. Clerk to email Mr N. Beighton to see if he would like to visit.

Ms S. Lewis informed the Standards Committee that it would be appropriate to meet next term and will send out a date via email. Leadership Committee and possibly Teaching and Learning Committee to meet again next term this will be confirmed via email.

Date of next meeting 7th February 2022.

Signed _____ Chair of Governors

Date:

Minutes unable to be signed due to virtual meeting. All Governors agreed a current record 21/3/22