

**COXHEATH PRIMARY SCHOOL**

**Local Governing Body Meeting**

**Tuesday 29<sup>th</sup> September 2020 at 5.30pm by ZOOM**

**Present:** Claire Nursey (Chair), Giacomo Mazza (HT), Sophie Grimley (Staff Governor), Suzie Wenham (Parent Governor), David Jones (C-opted Governor), John Williams (Parent Governor)

**In attendance:** Bev Evenden (DHT/Associate Governor), Liz McLaren (Schools Clerk-minutes)

<b>Item number</b>	<b>Action</b>
<b>1. Welcome and any introductions</b> 1.1 The Chair of Governors (CoG) welcomed everyone to the meeting and introduced herself to John Williams.	
<b>2. Apologies for absence</b> No apologies for absence had been received. Amy Seymour was absent from the meeting. The meeting was declared quorate	
<b>3. Declaration of business interests and any other admin matters</b> 3.1 CN advised that Code of Conduct and Business Interest forms would be circulated to all Governors in due course. Business Interest declarations were as follows: <ul style="list-style-type: none"><li>• CN – currently a Governor at Holy Trinity Family school and husband, Andrew Nursey is a CPP Member</li><li>• GM – parent of a child at school</li><li>• SW – parent of a child at school</li><li>• DJ – none</li><li>• JW – parent of a child at school</li><li>• SG – member of staff and children attend Harlequins after school club</li><li>• BE - none</li></ul>	
<b>4. Minutes of the last meeting (date) and any matters arising</b> 4.1 The minutes and Confidential Annex of the last meeting on Tuesday 7 <sup>th</sup> July 2020 were approved and signed by the CoG. 4.2 There were no matters arising.	
<b>5. Any other urgent business</b> There was none to report.	
<b>6. Update on Trust matters</b> 6.1 Governors were advised that a Trust Leader had been appointed for the CPP and further information would be advised in due course. CN will liaise with CH regarding advising parents. 6.2 Due to a conflict of interests, Carina Cuddington, acting Chief Accounting Officer of CPP would be standing down as a Trustee for this current year only. She would however still be attending Trust and Finance meetings 6.3 The Trust has arranged a Premises Condition Survey for all three CPP schools and these will take place during October/November 2020.	CN ASAP
<b>7. Trust policies</b> 7.1 None for this meeting	

## 8. School strategic matters

### Headteachers report

#### School update from start of term

8.1 Children have returned to school and settled in well. They work in year group bubbles. Teachers have reported that the children are eager and ready to learn. There are two children who are receiving extra support and are currently working to a part-time timetable.

8.2 Current procedures are detailed on the risk assessment that all Governors have seen.

8.3 Staggered times and one-way system are working well and parent feedback has been positive.

8.4 SLT Meetings are held by Zoom wherever possible.

#### Attendance

8.5 This currently stands at 96%. Approx 3.47% of this is absence related to Covid and counts as part of the attendance figure. These children are currently self-isolating. Any children with temperatures (regardless of colds, etc) have to be tested before return to school and currently all test results have been notified as negative.

8.6 2 children have been identified as persistently absent and the school are working with them to ensure a satisfactory outcome.

#### Funding Update

8.7 CPS was awarded c£32,000 of Catch Up funding. Ideas for best usage of the spend are pending. Possibilities include further teaching/TA hours or additional programmes/resources. Years 2, 3 and 4 have been identified as requiring more help.

#### **Q. Has there been an evaluation on how well the children engaged with the work during lockdown?**

**A.** Initially the lockdown happened very quickly so a quick turnaround was needed. Work was uploaded to the website and packs provided to all parents but it was proving impossible to mark the work and not all children were engaging with this system. Subsequently it has been agreed that in the case of a second closure, Google Classroom/White Rose will be used. Teachers create videos, which are played at home to children. Their subsequent work can then be uploaded ready for marking and feedback by teachers.

#### **Q. what percentage of children had access to online learning?**

**A.** This is not known. The Government donated 32 laptops and these will be allocated to children should lockdown occur again.

#### **Q. How do we respond to any queries on why the curriculum has been reduced?**

**A.** All subjects will be taught this year but some with reduced time to normal. The priority will be on reading and lost learning.

#### **Q. Are you moving to live lessons for a potential 2<sup>nd</sup> closure and how will this work for working parents?**

**A.** There are no live lessons planned.

#### **Q. Can you bring in staff to cover those staff who are absent?**

**A.** Yes. However, if staff are absent due to C19 then the whole bubble will remain absent from school too. HLTAs are working across school and can provide cover for staff absence.

#### Staffing Update

8.9 4 new TA's have been recruited following some staff resignations during the summer. The new Business Manager is now in place with some of her role being covered by other staff during her training period. It has been very busy during this time.

#### **Q. Have you had enough support?**

**A.** Yes, this has now been addressed thanks to Clare Hancock at LPS

#### **Q. Have there been any problems with Safeguarding for new members of staff?**

**A.** DBS is in the pipeline for the new members of staff and they will be able to start at school once this has been received. Safeguarding training has taken place for other members of staff.

#### **Q. Re DSL, who has been appointed following the DHT resignation?**

**A.** Members of the SLT team and the FLO are now designated DSLs

8.10 Yr R intake currently stands at 48 and there are waiting lists in all other years. Nationally the birth rate for this year is lower, hence the lower intake number at CPS. Open afternoons will not take place in November, as previously planned. Instead, on inset day, parents will be invited to tour the school with SLTs and Early Year teachers showing parents around. All

<p>other staff will remain at home. A professional video is in the pipeline to show the parents the school in action and the HT will give a talk to the parents.</p> <p>8.11 Total number intake stands at 407. Revenue carry forward for this year is approximately £19k and the budget is approximately £108k for next year.</p> <p>8.12 The EYFS will be going on maternity leave in October. Cover options are being considered but currently there is no budget (or insurance) available and this is likely to make a difference to the school budget. CoG to raise with Carole Hardy before next TB meeting.</p> <p><u>Appraisals</u></p> <p>8.13 Targets had been set for this year but have been disrupted due to Covid 19. It will be assumed that all staff have met their targets. If any staff feel that they are above this standard and wish to challenge for a higher achievement then they will have to provide strong evidence for this. Staff are doing very well.</p> <p><b>Q. Have the current seating arrangements made a difference?</b></p> <p>A. Yr 2 upwards are currently sitting in rows. There is less ability to move around the class for teaching staff but the children have adapted to this well. This will be reviewed at the end of term.</p> <p><b>Strategic Document</b></p> <p>8.14 The current priorities are reading, attendance and mental health/wellbeing. Writing has always been a strength. Arithmetic is strong but reasoning is weaker. This should improve though with improvements in reading. SATS Tests are due to take place in May 2021.</p> <p><b>Q. Is the current Yr 6 stronger than last year?</b></p> <p>A. yes, hence the higher targets for this year.</p> <p><b>Q. Does this years strategic plan need to contain information on Response and Recovery with the extra funding?</b></p> <p>A. All the information needed is contained in the Strategic Document and the Pupil Premium Statement. However, if Ofsted want further information, this will either be added to the Strategic Document or be produced separately.</p> <p>8.15 The work conducted by staff during lockdown was very much appreciated and acknowledged by Governors. It was agreed that version numbers would be added to the Strategic document and the document would be sent to Governors prior to each LGB meeting.</p> <p>8.16 Accordingly, the Governors <b>approved</b> the current Strategic Document.</p> <p><u>Premises</u></p> <p>8.17 Work is underway on the new roof. An update meeting is pending and feedback will be passed on in due course.</p> <p>8.18 Funding has been successful for the replacement of windows with double glazed units in the KS 1 building.</p> <p><u>Pupil Premium Strategy (PPS)</u></p> <p>8.19 Detailed work has been completed on the PPS and this will be rolled out to all teachers imminently. The data from this strategy will be used on project work</p> <p>8.20 The school was congratulated on winning a Kent School Award for emotional resilience and wellbeing.</p>	CH TB meeting
<p><b>9. Safeguarding and disability matters</b></p> <p>9.1 It was advised that safeguarding training courses were in short supply and to compensate for this shortfall, staff were permitted 6 months leeway from date of their qualifications needing to be refreshed.</p> <p>9.2 Alarm practice had taken place so that the Yr R children and staff were familiarised with the different alarm sounds.</p> <p>9.3 An evacuation plan had been put in place should it be needed. Fire Drill was planned for this term.</p> <p><b>Q. How will a Fire Drill be undertaken in the present situation?</b></p> <p>A. This will be done as under normal circumstances. However, year group “bubbles” have their own doors so it will be easy maintain social distancing.</p>	
<p><b>10. Any other school matters</b></p>	

<p>10.1 CPS has become an early adopter of the new EYFS Framework, statutory for all schools from 21-22. The framework has greater emphasis on speech and communication and a deeper understanding of number from 0-10. Training has taken place and parents have been advised.</p>	
<p><b>11. Governor monitoring</b></p> <p>11.1 It was advised that Governor monitoring was unlikely to take place in school in T2.</p> <p>11.2 Governors responsibilities would remain as they were:  CN/AS Leadership &amp; Management  SW/JW, Quality of Education (inc PPS);  DJ/SG, Welfare (and Headstart Plan)</p> <p>A Governor to monitor Early Years would be agreed in due course.</p> <p>11.3 CoG and HT suggested specific areas for governors to review remotely for monitoring for T2:</p> <p>SW and JW will liaise with BE regarding PPS.  CN will take up on the SEND action plan.  DJ/SG will liaise and report back on the Headstart plan.</p> <p>11.4 It was suggested, that in due course, a Zoom meeting might be set up with the School Council to get feedback from children</p>	<p>SW/JW next meeting  CN next meeting  DJ/SG next meeting  All Governors</p>
<p><b>12. Any other governor matters</b></p> <p>12.1 LM will send out the KCSiE (Keeping Children Safe in Education) document. Governors should read Part 2 and report back any issues at the next meeting.</p> <p>12.2 All Governors are now part of the NGA. Trust training sessions have been postponed for T2/T3. CN to chase NGA for membership for SW</p> <p>12.3 3 members of staff attended bereavement training at the Heart of Kent Hospice.</p> <p><b>Q. Has anything been agreed in regards to a memorial to Darren Webb?</b></p> <p>A. There are plans for each child at CPS to receive a bulb to plant in honour of Darren. It had been intended to hold a school event in memory of Darren but this had not taken place due to current restrictions. Discussions are underway to purchase a bench for the school garden. CN to liaise with CH regarding the status of the Training Fund bursary.</p> <p><b>12.4 Q. There is likely to be a long gap between the last and next school visits by Governors. Are Governors still able to come into school?</b></p> <p>A. Not immediately, but hopefully before long governors will be welcome to come into school after the day has finished, by arrangement with GM. Monitoring will continue as best as possible but remotely.</p>	<p>LM ASAP  All Governors</p> <p>CN ASAP</p> <p>CN next meeting</p>
<p><b>13. Agreement of confidentiality and action points</b></p> <p>There were no items of confidentiality and action points were agreed as below:</p>	
<p><b>14. Points to feed back to the Trust Board</b></p> <p>CN to report back the issues with maternity leave costs and the memorial for Darren Webb.</p>	<p>CN TB meeting</p>
<p><b>15. Dates for next LGB meetings and any school events</b></p> <p>Dates for meetings were confirmed as follows:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Dec 20</li> <li>• 2<sup>nd</sup> Feb 21</li> <li>• 23<sup>rd</sup> Mar 21</li> <li>• 18<sup>th</sup> May 21</li> <li>• 6<sup>th</sup> July</li> </ul> <p>All meetings will run from <b>5.30-7.30pm</b></p> <p>Governors will continue to see weekly newsletter for school events</p>	

Signed.....

Date.....

*(Chair of governors to initial bottom of every page)*

Para no	Action point	By whom/when
8.12	CN to liaise with CH re maternity cover/budget	CN ASAP
11.3	SW and JW will liaise with BE regarding PPS.	SW/JW by next meeting
11.3	CN will take up on the SEND and action plan.	CN by next meeting
11.3	DJ/SG will liaise and report back on the Headstart plan and Welfare	DJ/SG by next meeting
11.3	Governors to liaise with GM regarding meetings	All Governors by next meeting
12.1	To read KCSiE document	All Governors by next meeting
12.2	CN to chase NGA for membership for SW	CN ASAP
12.3	CN to liaise with CH regarding the status of the Training Fund bursary.	CN by next meeting