

Coxheath Primary School
Local Governing Body Meeting
Tuesday 2nd February 2021 at 5.30pm
BY ZOOM

Present: Clare Nursey (Chair of Governors (CoG)/ Co-opted Governor), Giacomo Mazza (HT), Sophie Grimley (Staff Governor), Suzie Wenham (Parent Governor), David Jones (Co-opted Governor), John Williams (Parent Governor)

In attendance: Bev Evenden (DHT/Associate Governor), Sam Sanders (prospective Co-opted governor), Liz McLaren (Schools Clerk-minutes)

Item number	Action
1 Welcome and any introductions 1.1 The CoG welcomed everyone to the meeting and introduced Sam Sanders, currently finance governor at LPS who had kindly agreed to join CPS LGB to cover the finance monitoring role (subject to appointment by the Trust Board at their next meeting). Grateful thanks were given to the outgoing Governor, Amy Seymour, for all her hard work and commitment to the Local Governing Body at CPS. 1.2 Thanks were given to SW for advising of the sad news of the death of Carys Crittenden, former CPS Parent Governor, and thanks to the HT for the sensitive way in which the information had been accordingly passed onto CPS parents. 1.3 It was acknowledged that the meeting was being recorded for minuting purposes. The recording would be deleted once draft minutes had been approved.	
2 Apologies for absence 2.1 There were no apologies for absence received. 2.2 The meeting was declared quorate.	
3 Declaration of business interests and any other admin matters 3.1 Nothing further was declared or raised by governors. 3.2 SS advised that she was a parent of 2 children at CPS.	
4 Minutes of the last meeting (date) and any matters arising 4.1 The minutes of the last meeting and Confidential Annex held on Tuesday 1 st December 2020 were discussed and agreed. 4.2 Matters arising included the following points: <ul style="list-style-type: none"> HT advised there was no further update on the Trust Inclusion Manager role, following Anita Makey's resignation. In the interim Linda Fitch (Inclusion Manager at SKPS) will coordinate meetings and SENCOs would still meet regularly. The Conditions Survey reports will be taking place over half term CPS did not have a separate risk register but many items in the trust risk register applied to schools All in house training for this year had been cancelled due to C19. Governors were urged to look at online training via the NGA. 	

<p>5 Any other urgent business</p> <p>5.1 There was no other urgent business</p>	
<p>6 Update on Trust matters</p> <p>6.1 The last Trust Board (TB) and AGM minutes had been received just prior to the LGB meeting so had not been circulated. LM would send these out in due course.</p> <p>6.2 CoG advised the TB minutes recorded Peggy Murphy's view of the school following her meetings with HTs, and this was very favourable.</p> <p>6.3 CoG confirmed that the Chairs' Group meetings were taking place, by Zoom, on the Thursday following the LGB meetings. These were led by Carole Hardy and gave CoGs the chance to immediately feed up any information and concerns from LGBs to the TB.</p>	<p>LM asap</p>
<p>7 Trust policies</p> <p>7.1 There were none to report as TB minutes had not been received.</p>	
<p>8 School strategic matters</p> <p>Headteacher report (Verbal)</p> <p><u>Attendance</u></p> <p>8.1 The HT advised that attendance averaged 80 children with a generally even split over KS1/KS2.</p> <p><u>Bubble Closures</u></p> <p>8.2 Following a confirmed positive case, Yr R bubble had closed at the start of term.</p> <p><u>Lateral Flow testing</u></p> <p>8.3 It was advised that the majority of staff had been doing Covid Lateral Flow tests twice weekly and reporting back to the NHS/school. There had been no positive results to date. Procedures had been put place in the case of a positive test, ie the bubble would be shut until a PCR test result was received.</p> <p><u>Online learning and Engagement</u></p> <p>8.4 Governors had received the statement of Remote Education Provision (posted on the school website) and agreed this was a clear and comprehensive document. HT advised that remote learning provision was working well with a mix of live lessons, recorded lessons, purple mash/Google classroom. Zoom calls and Google meet had been used and dance lessons, PE lessons, family challenges and Loom assemblies had taken place. Staff had been amazing in picking up procedures very quickly and competently for remote teaching. He advised that children would be able to report their own concerns and worries directly to school via the Google Classroom worry button link. The HT advised there was no point conducting a survey of parental satisfaction with online learning as responses would vary from family to family as individual family circumstances differed. A Parent Council meeting was due and the focus for this meeting would be feedback on home learning. CG would be attending this meeting, and reminded governors of the very positive feedback in a letter from a parent circulated on 6 January.</p> <p>8.5 Children's engagement in online learning continued to be tracked and calls, followed by house calls if necessary, had been made to all children who were not accessing work. Laptops had been given out where necessary.</p> <p>8.6 BE advised that the approximate percentage of children not accessing online learning amounted to: 15% (Yr 6), 11% (Yr 5), 9% (Yr4) and 13% (Yr 3). This was felt to be quite good when compared to attendance figures of 20% (Yr6), 22% (Yr5), 30% (Yr4) and 31% (Yr3). There were a number of Pupil Premium children not attending school which was a concern. Attendance for SEND children in Yr 5 stood at approximately 50:50 and for Yrs 3 / 4 the figures were 60:40. Packs of learning materials had been given out to those families who did</p>	

not want to access online learning. Online sessions had also taken place to aid parents who found online learning problematic.

Q. Do SEND children have a choice in attending?

A. Yes they do. But if parents are key workers then their children are likely to be in school. Likewise, if they are deemed vulnerable or need SEN support or have an EHCP then they will be offered a place in school. TAs are currently looking to see if the interventions (both group and 1:1s) that they currently run at school can be put in place for children home schooling too.

8.7 The HT advised that he had been phoning to encourage those children who were trying to work hard and who were making good progress with their learning.

Catch-up funding

8.8 The HT advised that the 10 hour KS1 HLTA contract had been suspended pending the full return of children to school. The focus would then be on phonics and reading.

More catch-up funding would be coming, and the priority for spending would be support for children in Year 5 by focussing on groups/interventions.

Training

8.9 The HT advised that training had still continued online. Courses offered included online safety, safeguarding, characteristics of deprivation and oracy.

Voucher scheme

8.10 A voucher scheme had been put in place for all FSM families.

Staffing

8.11. The HT advised that Coxheath was buying in support from the trust to manage higher level finance in the absence of a Business Manager. HR was being supported by employing HR manager from Loose for 1 afternoon per week. This is an interim arrangement and will be reviewed at Easter.

8.12 One member of staff would be returning from maternity leave in June. 1 TA would be starting maternity leave in March. 1 TA had resigned due to serious ill health.

Advertisements for these posts would be going out in due course.

Extended Services

8.13 These were running at a loss and accordingly 2 members of staff had been furloughed in order to reduce the loss. Arrangements would be reviewed at the end of term.

Assessment

8.14 KS1/KS2, times tables, phonics assessments have been cancelled this year. EFYS as early adopters would continue with their end of year assessment.

Premises

8.15 The HT confirmed that the roof works should be completed by the end of February and a conditions survey would be taking place during half term. The company involved in the CIF bid to replace the curtain wall in KS1 would be on site, measuring, during half term. Works on the curtain wall and double glazing would start during the summer holidays.

Equity Fund

8.16 The HT advised that extra funding to enhance school provision was available from the TB. CPS would be submitting a bid to enhance the quality of education and support various initiatives.

Parent Council

8.17 Mentioned under item 8.4.

Q. Regarding children who are not engaging, what is the response or reasons from parent when contacted?

A. It varies greatly with some parents being resigned to the situation, some not believing in education, some struggling with technology or keeping their children engaged. Parents have been advised that their children are likely to fall behind without family help.

<p>Q. Is there a risk that some parents are helping too much, so the work becomes more the parent's than the child's?</p> <p>A. That is possible but is hard to manage. However, when the children return to school they will be assessed to establish gaps in learning.</p> <p>Q How are staff holding up this term and how can Governors help?</p> <p>A. Staff wellbeing is a key priority and the focus for staff this term is on online learning. Feedback has been positive and staff are feeling well supported despite some level of anxiousness at the beginning of term. Staff know that they can approach the SLT with any concerns. Rotas have been adapted when needed.</p> <p>8.18 The CoG advised that staff and children's wellbeing had been clearly evident and reported as a real strength by Peggy Murphy (see TB minutes)</p> <p>8.19 BE also advised that it was stressed, during the last review, that staff should be able to understand the difference between wellbeing and nurture, in relation to CPS. It was possible that this would be questioned by Ofsted at future reviews. Governors were asked to view the new page on Wellbeing on the school website.</p> <p>Q. There is an awareness of the pressure on senior staff. How are the Senior Leadership team coping?</p> <p>A. HT thanked governors for their concern and assured them that leaders were fine, very supportive of each other and aware of their own wellbeing.</p> <p>Q. If the school is receiving conflicting advice on Covid testing for staff, where is the source of the definitive advice for a Trust school?</p> <p>A. The information is not readily available. Either way, staff are testing twice a week and children's temperatures are checked each morning as before. Primary schools (unlike senior schools) will not be Covid testing children every day.</p> <p>School Strategic Document (SSD)</p> <p>8.20 The document showed that there were many positive plans in the pipeline but frustratingly many could not be implemented until school returned to normal. December impact had been reported, with the March report due next time, and HT confirmed the SSD would include the CPS recovery plan going forward.</p> <p>Q. Targets were high – would these need to be revised when the children returned to school?</p> <p>A. HT advised that targets would remain as shown for the moment but might be reviewed in T4 once the children return. It would be the same with staff targets and appraisals.</p>	<p>All Governors ASAP</p>
<p>9 Safeguarding and disability matters</p> <p>9.1 BE advised that the annual safeguarding audit meeting had taken place with herself, SG, CoG and DJ. This had covered all safeguarding policies and processes within school, and the template report would be circulated to all governors once updated. The CoG felt governors could be assured that safeguarding was prioritised and very effectively managed at the school, although DJ rightly reminded the meeting that only testing under real circumstances could prove that everything worked as planned.</p> <p>9.2 BE asked Governors to attend the next whole school Safeguarding training on Friday 12th February. A recording would be available for those unable to attend.</p> <p>9.3 CN recommended the NGA Safeguarding Course, and reminded governors to check the NGA site for any other training that would help in their roles as Governor. Any relevant training certificates (through NGA or work related) should be forwarded on to LM for the school Governor folder.</p> <p>9.4 LM would resend the link to PREVENT training and all governors were asked to complete this training if they had not recently done so. BE confirmed that this training did not need to be retaken on a regular basis provided governors were clear on any actions needed.</p>	<p>All Govs</p> <p>All Govs/LM in due course.</p> <p>LM ASAP</p>

<p>9.5 CN suggested that the new electronic Safeguarding record system (My Concern) might usefully be viewed by Governors on their next monitoring visit to school. BE advised that this would be shown on 12th February training seminar too.</p> <p>9.6 HT had no further issues to report.</p>	
<p>10 Any other school matters</p> <p>10.1 None reported.</p>	
<p>11 Governor monitoring</p> <p>11.1 CoG reminded governors of the intention to focus slightly more time on governor monitoring reports at this and future meetings, as it may be that other governors have insight or input to offer, eg suggestions for future areas of focus. She asked governors to give a brief review of their recent visits:</p> <p>11.2 <u>Quality of Education</u> – the written report would be circulated after this meeting. SW advised that staff had been challenged and monitoring governors were reassured of staff knowledge and dedication. However, two members of staff had been absent on the day (EYFS/Reading) and monitoring would focus on these during the next visit.</p> <p>11.3 <u>Pupil Premium Strategy (PPS)</u> – this was a clear report of the school’s PP strategy, and the impact of the strategy should be seen once data had been updated. Governors had felt that the form could be developed with further information and BE advised that this action was pending.</p> <p>Q Is PP funding used to fund access to breakfast/after school clubs?</p> <p>A. No. CPS currently comes under the minimum % needed to obtain funding for free breakfast clubs, although BE/SG will look at these figures again. The HT advised that children were encouraged to attend pre-school nurture sessions, and these will provide breakfast if needed.</p> <p>11.4 <u>Welfare</u> - SG had checked the SCR in December and confirmed this would happen again at the next Monitoring visit. The safeguarding audit had been completed (see 9.1 above).</p> <p>11.5 <u>Finance</u> – the budget monitoring report, completed by Amy Seymour, had been received and confirmed the school was in a good financial position and there was nothing of concern. SS would complete the next monitoring visit and CoG asked that the one-page budget summary be circulated with her report for governors’ information. The report confirmed that the TB are looking at finance support arrangements and LGBs will be updated in due course. The HT advised that in the absence of a Business Manager, HR was being monitored by Karen Francis and finance by the TB. CoG reminded the meeting that budget monitoring should also consider accounting for spending on PPS and Sports Premium Funding.</p> <p>11.6 <u>SEN</u> – The CoG referred governors to the detailed information provided by SG, which provided assurance that staff knew the children well and plans were in place and ready to go when children returned. SG advised that children were being supported, whether in and out of school, and procedures were working well.</p> <p>11.7 <u>Leadership and management</u> – the meeting had shown that leaders remained very ambitious for the children and huge amount of planning had taken place during recent terms. Staffing was in place to deliver plans to address priorities, and it was hugely frustrating that many actions could not progress as planned until the children returned.</p> <p>11.8 After discussion it was agreed to cancel monitoring visits scheduled for 26th March due to the timeframe in T4 (children not due to return before 8/3, term ends 1/4). If Governors had any follow ups or concerns from the last monitoring reports then they should contact the HT/BE to discuss. Budget monitoring would still take place and SS would be advised of the date.</p>	<p>LM asap</p> <p>BE/SG Next meeting</p> <p>CoG/HT ASAP</p>

<u>Coverage of all LGB responsibilities</u> 11.8 Due to time constraints, CoG suggested this matter be discussed at the next meeting as governors' input would be very helpful before taking things further. She had discussed the information sent to governors with Carole Hardy, who thought it sensible to clarify and specify responsibilities so that local governors were not distracted from their main strategic monitoring role. CH would at some stage ask for sight of minutes from the 3 LGBs, and possibly monitoring reports, to check that the LGBs' focus was clear and that challenge was strong.	LM – next agenda
12 Any other governor matters 12.1 Training – see 9.3 and 9.4 above. 12.2 Governors asked that their thanks be passed to all staff for their commitment and hard work this term.	
13 Agreement of confidentiality and action points 13.1 No confidential discussions. Action points as listed below.	
14 Points to feed back to the Trust Board (TB) 14.1 There was nothing to feed back to the TB.	
15 Dates for next LGB meetings and any school events <ul style="list-style-type: none"> • T4 Tues 23rd March 21 • T5 Tues 18th May 21 • T6 Tues 6th July 21 Governors to see weekly newsletters for school events	

Signed.....

Date.....

(Chair of governors to initial bottom of every page)

Para no	Action point	By whom/when
6.1	to send out TB/AGM minutes	LM - ASAP
8.19	To view the Wellbeing section on the CPS website (School Information – Wellbeing)	All Governors
9.3	To attend Safeguarding training on 12 th February	All Governors
9.4	Governors to complete PREVENT and any other relevant training and to forward training certificates to LM. LM to upload to School Governance folder	All Governors/LM
11.2	Circulate Quality of Education report to all Governors	LM
11.3	Review of PPS figures for funding	BE/SG
11.8	To organise monitoring dates (including budget)	HT/CoG
11.9	Coverage of all LGB responsibilities – c/f to next LGB meeting	LM – next agenda