

BANISTER PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY
THURSDAY 22nd October 2020

9.00 AM

MINUTES

Those Present:

Kate Vincent (Head Teacher)
Peter McBride (Chair)
Vivek Kohli
Dave Hockin
Matthew Turpin
Marion Clelland
Samantha Clough (joined during item 6)
Megan Streb
Cllr Steve Leggett (left during item 11)
Peter Davison
Richard Congreve
Romana Syed
Luke Newman

Apologies: Laura Racioppi
Vicky Boothman

Absent: None.

In attendance:

Katie Pevreall (Clerk)
Jenny-Marie Court (Chair of Governors at St John's Primary & Nursery School)

Notes:

1. Welcome, Present and Apologies

1a. The Chair welcomed everyone to the meeting. Apologies were accepted from Laura Racciopi and Vicky Boothman.

2. Declaration of Interest

2a. Governors did not declare an interest in any of the agenda items.

3. Minutes and Actions of the Previous Meeting

3a. The Chair signed the minutes of the previous meeting. All actions were completed.

3b. Governors discussed their co-option of Matthew Turpin at the last meeting. It had been noted that there was not a vacancy for him to fill. It was agreed that the governing body would be reconstituted to include an additional community governor.

ACTION: KP to reconstitute the governing body

4. Correspondence

4a. The Chair informed governors of the upcoming Schools and Academies Show.

ACTION: PM to circulate information about School and Academies Show

5. Communications Between Headteacher and Governors

5a. Since the last meeting the HTPM had taken place. The Chair had also visited the school to review the Single Central Register where he had discussed data protection relating to the register. The board was informed that the Single Central Register was very secure and only accessible by three people in school on password protected computers.

5b. The board was informed that the school had had a data protection breach the previous day when the school had accidentally failed to blind copy other recipients into an email sent to YR parents. There was no personal data attached. The school had followed the ISO recommendations and completed a risk assessment. It was noted that all YR parents would be spoken to by the end of the day.

6. Headteacher Report

Q: The report mentioned competitive opportunities in sport within the current restrictions, what are these opportunities?

A: The school and Testlands are working together to offer inter school competitions virtually so that the children can see their results compared with children in other schools.

6a. Sam Clough joined the meeting.

Q: The report mentioned social media and the ways in which that has impacted on parental anxiety. How is the school making sure that communication with parents is combating this?

A: Parents and staff have talked about the ways in which social media was having a negative impact on them. A lot of staff have come off social media entirely and the school has made suggestions to parents about how to stay in contact with people without becoming anxious, for example deleting Facebook but keeping Messenger so that they can still talk to others. The school has increased communications to parents during the pandemic to ensure that parents are up to date and informed.

Q: If there is a covid outbreak does the school have templates of notices to send out to parents?

A: All templates come from Public Health England. The school is also aware that they must contact the DfE, Public Health England and Derek Wiles if there is an outbreak.

Q: Is the school sending out a letter to parents ahead of the October half term?

A: There is a letter going out to thank parents for their continued support and to recognise that staggered start times are not the most convenient but that the school is doing everything they can to keep parents and children safe.

6b. The school noted that after the half term holiday staggered start times will run over a 30 minute period rather than a 45 minute period. The school had identified families who had to do multiple drop offs and which year groups this most affected.

6c. One governor noted that the Headteacher's Report had included some statistics about BAME pupils. The governor suggested that the board should reflect on the diversity of the governing body.

Q: Is the school aware of any children who are suffering from bereavement?

A: We are aware of one child who has lost an extended family member.

Q: The report discussed the online learning engagement in school. How quickly could the school react to a local lockdown in terms of these provisions?

A: We surveyed parents to ascertain which children had access to devices at home. 164 children were represented in the responses and of those 164 children, 30 did not have adequate access to a laptop. Nine of those children were PP and nine were SEND. The largest group without access are EAL children. We are currently discussing how best to provide devices to children so that it is fair to all. Aside from this, we are confident we could start immediately. The children have been doing their homework online which has allowed them to continue engagement with the platform and allowed the school to monitor this engagement.

6d. It was noted that when the school had dealt with children suffering bereavement in the past, outside agencies were reluctant to step in until around six months after the child's loss.

6e. Concerns were raised by one governor regarding the school's use of Twitter to communicate with families. Governors were assured that this communication was for parents only and that children were not being encouraged to use Twitter.

6f. It was noted that 97% of YR children were engaging with Tapestry and 91% of the rest of the school were engaging with SeeSaw. The majority of the 9% who were not engaging were in Y1, with only 63% of Y1 signed up as they had not been on SeeSaw the previous term. Excluding Y1, 98% of the rest of the school were engaging with SeeSaw.

Q: How did the slow introduction into YR work this year?

A: Very well. The school recognised that attachment and anxiety would likely be higher this year due to the pandemic. The school allowed for more stay and plays which allowed the school to get to know more about the children. Classes were created after the stay and plays, aside from for children with special needs who were already aware of who their teacher would be. The first week children stayed for three mornings, including one lunchtime, and two full days. The school was prepared to extend this into the second week but that wasn't necessary.

Q: The report commented on the attendance of BAME children. Do we understand the root cause of BAME children in particular being out of school for longer?

A: Although many of these children are BAME, it is more of an EAL issue. The majority of these pupils have not been able to travel back to England having spent time in another country. Several BAME children also live in multi-generational households and parents have been more anxious to send them back to school.

Q: The report noted that French would not be taught until December. What has Miss Wheeler been doing for the subject in the meantime?

A: Making sure all the resources are ready for December. She has also been auditing her subject.

Q: Are you concerned about getting the baseline finished?

A: We are not concerned. It should be ready for SLT to look at it the first week back after October half term.

6g. The school noted that there were many young members of staff who were living by themselves away from home. As such, the school was making a particular effort to check in with them on a regular basis.

7. Subcommittee Reports

7a. GP

7aa. The board was informed that City Catering had increased their prices in the Summer by 20p, which was approximately 10%. The GP committee agreed that the cost would be passed on to parents from 1st January.

7ab. It was noted that expenditure was a little higher than the original budget. This was in part due to the additional lunchtime supervision as a result of staggered lunchtimes and bubbles. The total additional expenditure for this had been approximately £7,000 but would be £16,000 if the school had to continue this provision until the end of the year.

7ac. It was noted that the school would be overspending by approximately £12,000 this financial year.

7ad. The board was informed that since the GP committee meeting, City Catering had acquired funding to help the most food poverty stricken families in the city during half term. Nine families at Banister would receive a box of ingredients with recipe cards for the half term break.

7ae. It was noted that the committee had also reviewed the delegated spending limits. The board was informed that the Headteacher could spend up to £5,000, anything above this and below £20,000 must be agreed by the GP committee. Anything above £20,000 must be agreed by the FGB.

7b. TLC

7ba. It was noted that the Terms of Reference were still relevant and did not need changing.

7bb. The board was informed that the committee had discussed the SEF and the ways in which the school would fill gaps in learning created by time away from school. The emotional wellbeing of pupils and staff was also discussed. It was noted that the SIP would be reviewed at a later date. It was also noted that a lot of work had gone into identifying the gaps in learning on a child by child basis.

7bc. It was noted that 23 new children had joined the school since the start of term.

7bd. The Chair of the committee discussed the different approach to LSAs this year. It was noted that previously some LSAs had specialised in specific areas and would work with children based on their strengths, however, this was not currently possible as staff had to stay in their bubbles. As such LSAs were being trained to be equally skilled in all interventions.

7be. It was noted that data monitoring would be different this year as there was no published data from DfE for 2020 so governors would be using the school's own data. Data would be reviewed in January.

7bf. The school has received feedback from Lynn Ross about the SEF. She was very pleased with the clarity and comprehensiveness of the SEF. Measurable outcomes for progress data was required but the school could not put these in place until the baseline was complete. The school noted that as soon as those milestones were in place they would share them with governors. It was noted that Lynn Ross was offering the school a day with her in November to utilise as they see fit. It was likely the school would ask her to do some training.

8. School Improvement Plan Monitoring

8a. It was noted that the SIP was not yet finalised but would be available to governors prior to governor week.

8b. Sam Clough and Peter McBride were planning to meet with Tracy Price and Chris Nash in November to discuss how best to monitor the SIP.

9. SEND Update

9a. The board was informed that there would be a tribunal in January and the school would have to testify.

10. Wellbeing Governors

10a. The board was informed that Laura Racioppi and Marion Clelland were the board's wellbeing governors.

10b. Marion provided an overview of a webinar she had attended which had focused on children's wellbeing coming back to school. It was noted that the issues raised had already been identified by the school. The webinar had recommended ways to track wellbeing baselines.

10c. Marion Clelland would meet with the Headteacher after half term to discuss how governors can further support the Headteacher at this time.

10d. It was noted that Laura Racioppi had spoken to Tracy Price and Marion Clelland would speak with Chris Nash. Laura Racioppi had provided a record of her visit which was available to governors in the Dropbox.

10e. The Headteacher thanked governors for their recognition of how important wellbeing was at this time.

10f. The board was informed that the Headteacher had been able to give out 'happy boxes' to all members of staff and would be doing so once a term for the rest of the year. This had had a positive impact on staff.

Q: Have there been any issues with vandalism recently that governors should be aware of?

A: No.

Q: Are any of our children facing homelessness? Has homelessness increased since lockdown?

A: The school is not aware of any issues with homelessness. Parents are usually very quick to contact the school if there is an issue. If not, other services the adult accesses will inform the school.

11. Policy Review

11a. Cllr Steve Leggett left the meeting.

11b. The board discussed what would happen if there was a tie between two pupils in terms of admissions. It was recommended that the school include something in the policy to directly address this. The Business Manager is to seek advice from the LA's Admissions officer.

ACTION. The Business Manager to seek advice from the LA's Admissions officer over tie-breakers

11c. There had been no changes to the School Behaviour Policy.

11d. Governors discussed changes to policies in light of Covid-19. The school noted that it was only the risk assessment that needed to be changed rather than making a change to policy every time there is a change in guidelines, as the risk assessment overrides all other policies.

11e. Admissions Arrangements, the School Behaviour Policy and the Safeguarding and Safer Working Practices Policy were all agreed by governors.

12. AONB

There was no other business to discuss.

ACTIONS:

Page no.	Item	Action	Person Responsible
1	3b	KP to reconstitute the governing body	KP
1	4a	PM to circulate information about School and Academies Show	PM
5	11b	The Business Manager is seek advice from the LA's Admissions officer.	DH