



# Freeland CE Primary School

*'From small beginnings come great things:  
Know your roots, Branch out and Fly high'*



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## Freeland CE Primary School Local Governing Body Meeting on 3<sup>rd</sup> February 2021, at 6.30pm, on Teams

**Attendance:** Sarah Nickelson **(SN)** (Headteacher), Penny McCarthy **(PM)** (Staff), Toby O'Neil **(TO)** (Parent) (Chair), Caroline Taylor **(CT)** (Director Appointed), Jane Lench **(JL)** (Staff), Alice Harden **(AH)** (Foundation), Janet Faulkner **(JF)** (Foundation), Sophie Dawes **(SD)** Parent and Nicholas Dawson **(ND)** (Parent).

**In attendance:** Gemma Peace **(GP)** (Clerk).

**Governors were provided with a calendar entry and meeting link to enable them to join the meeting using Microsoft Teams.**

The meeting was quorate and was opened at 6.30pm. The chair recorded the meeting so that Governors could view it if they were not able to attend.

	Item title	Action assigned to / Date
1.	<b>Apologies for absence and welcome</b>  The Chair welcomed all to the meeting. Apologies were received from Matthew Coolin <b>(MC)</b> (Director Appointed) and Chris Wood <b>(CW)</b> (Parent) was not present.	
2.	<b>Declarations of any business or pecuniary interests</b>  None to declare in relation to the agenda items.  <b>Action: Clerk to update the website interests and governor roles document after this meeting and send it to PM and SN to publish on the school website. Completed.</b>	GP
3.	<b>Approval of Minutes of the LGB meeting held on 17<sup>th</sup> November 2020</b>  Actions not referred to from the previous minutes have been completed.  One reference to JF was changed to JL.  Catrin Mezaour (who was the data protection lead governor) had left the governing board, but PM and SN had shared a data protection document that the school is using.	

	<p>The minutes from 17<sup>th</sup> November 2020 were agreed to be a true and accurate record of that meeting and were signed electronically by the Chair.</p> <p><b>Action: TO to send signed pdf minutes to the school office and SN/PM.</b></p>	<b>TO</b>
<b>4.</b>	<p><b>Headteacher's Report</b></p> <p>SN had posted a Headteacher's report on GovernorHub prior to the meeting.</p> <p>The Freeland Foundations for Home Learning document had been published on GovernorHub before the meeting, along with a copy of a letter that had been sent to parents in January containing remote education information.</p> <p>TO had posted the Assessment Point 1 data review summary on GovernorHub before the meeting.</p> <p>SN informed Governors that two children are going to join the school after half term and the school has received three other enquiries from interested parents. SN confirmed that there will be twenty three pupils in each of the classes that the children are joining.</p> <p>SN invited questions from Governors in relation to the content of the Headteacher's report.</p> <p><u>Covid-19 and Remote Learning –</u></p> <p><b>Q.</b> Governors asked about the staff lateral flow testing for Covid-19.  <b>A.</b> SN explained that the school has been advised to test staff twice a week using the lateral flow tests, which would ensure that the results are received quickly. Tests are being carried out on a Sunday and a Wednesday. If a test is positive, the school should be informed and the staff member will have to arrange another test, while staff and pupils that they have been in contact with isolate, pending the results of the second test.</p> <p><b>Q.</b> Governors asked how the school is coping without a SENCO.  <b>A.</b> PM explained that she is carrying out the tasks required of the SENCO at present and the TAs are helping her with interventions. Some SEND pupils are attending school, while others are having interventions using Google Meet. PM confirmed that the school is managing at the moment.</p> <p><b>Q.</b> Governors asked when recruitment for a SENCO would take place.  <b>A.</b> SN assured Governors that the current situation is sustainable, provided there are not too many staff absences at one time.</p> <p><b>Q.</b> Governors asked if anything has been done to improve the internet at the school.  <b>A.</b> SN explained that the internet at the school is not always stable, so it is better for teachers to be at home to present live lessons, which means that there are fewer staff available to come into school. PM said that a booster has been installed so that the signal is distributed more efficiently throughout the school. The school's broadband provider has confirmed that the school cannot access better internet service at the moment as it does not have the correct cables, which are very expensive to install.</p> <p><b>Q.</b> Governors asked if the school has enough laptops for pupils.</p>	

	<p><b>A.</b> PM confirmed that the school has received donated laptops, which have been wiped and converted, and the school has bought more IT equipment for pupils who needed it. Everybody who needed a laptop has got one at the moment, although provision has been stretched for pupils in school at times. iPads have been purchased to help alleviate that problem.</p> <p><b>Q.</b> Governors asked how staff are coping with the latest lockdown.</p> <p><b>A.</b> PM and SN said that the staff have been fantastic, but it can be difficult for them as there is less social interaction and the added pressure of teaching pupils both at home and at school.</p> <p>SN said that the remote education information has been available on the website for a few weeks, so parents can access it.</p> <p>Governors spoke about whether there have been any concerns about pupils not completing work, or not staying in touch with the school. PM confirmed that she has contacted any families that have required support, or whose children have not engaged with online learning, but emphasised that was a minority of families. Pupils who were not accessing the learning provision at home have been invited into school and a number of strategies have been used to engage pupils and families. Overall, teachers have been impressed with how well pupils and their families have adapted to the home learning during this lockdown.</p> <p><u>Safeguarding</u> – there are a few minor concerns, but PM and SN said that there is sufficient provision in place to identify such concerns and deal with them. Teachers complete a form each day that PM checks so that she can monitor whether any pupils have not engaged with learning that day.</p> <p><u>Health and Safety</u> – there was a Covid case reported at the weekend so the KS2 bubble was closed to relevant pupils and staff, who are now isolating.</p> <p><u>Data protection</u> – nothing to report.</p> <p><u>SEF/SDP 2020-21</u> – this is on hold at the moment and will be picked up again in a few weeks' time, due to current circumstances.</p> <p>Governors thanked SN and PM for the report.</p>	
5.	<p><b>Appointment of Governor Leads</b></p> <p>There are vacancies for Data Protection and E-Safety governor lead roles. CT agreed to be the Data Protection lead governor and ND agreed to be the joint E-Safety lead governor.</p> <p>There is also a vacancy on the Staff Dismissal Appeal Sub Committee and SD agreed to join that Sub Committee.</p> <p><b>Action: Clerk to update governor committee membership and lead governor documents and return to PM and SN. Completed.</b></p>	GP
6.	<p><b>EPA MAT</b></p> <p>TO said that there had been a meeting earlier this week. SN explained that the primary focus for staff at the EPA had been ensuring that remote learning was engaging, available and accessible.</p>	

	<p>SD and TO had met PM and SN to discuss the AP1 data before Christmas, and the report was available on GovernorHub. Generally, the position across the school is good but there have been some concerns in KS1, which was the main focus of the discussion. Matters have moved on since the meeting and interventions are in place. Following the resignation of a member of staff, SN confirmed that the school has found temporary cover for the class (a lady who had taught the pupils last year) and she is already having a positive impact. The school is recruiting for a replacement member of staff. Governors spoke about the unfortunate, but unavoidable, disruption that some pupils have experienced in relation to staffing, and how best to ensure consistency in the months ahead. SN said that she appreciates that this is not an ideal situation, and it is something consider staffing for next year, and reassured Governors that she is aware of the position of the particular group of pupils and would ensure that a good amount of support is in place for them.</p> <p>PM assured Governors that she has seen evidence that progress is being made with the pupils in question. A small group of pupils are having one to one tutoring for reading and there are phonics interventions in place where there are gaps. PM said that she hopes that the school can carry out the AP2 assessment, so that progress can be measured accurately. AP2 is scheduled for the end of March and the EPA has suggested that testing should take place a week after pupils have returned to the classroom. Small group interventions will take place where necessary following those assessments.</p> <p>Writing and spelling had been noted as weaker areas across the school since the first lockdown. PM said that the English staff lead had introduced Spelling Shed across the school and teachers have already noticed the impact it has had, so it will be used when pupils are carrying out independent writing. Staff feel very positive about the resource and the way the pupils have engaged with it.</p>	
<b>7.</b>	<p><b>Policies</b></p> <p>The policies had been posted on GovernorHub before the meeting and Governors had been asked to read them and come prepared to the meeting with any questions they might have concerning the contents or effects of the policies.</p> <ul style="list-style-type: none"> <li>• Health and Safety Policy – this was agreed at the last meeting, but TO needs to sign it.</li> <li>• Attendance Policy 2021 – PM has drafted an annex for the Policy detailing what happens in relation to attendance during lockdown. Governors <b>approved</b> the policy.</li> <li>• EPA Members, Trustees and Governors Expenses Policy</li> <li>• EPA Freedom of Information Policy – Governors noted that it refers to old legislation so SN agreed to report back to the EPA about that.</li> <li>• EPA Staff Drug and Alcohol Abuse Policy 2021 – Governors noted that a reference to a previous policy in the footer needs to be updated.</li> </ul>	
<b>8.</b>	<p><b>Resources Committee Items</b></p> <p>TO suggested that the Resources and Performance and Standards Committee meetings could be combined next time they are due to meet.</p>	

	<p>SN spoke briefly about the Health and Safety audit.</p> <p>SN explained that the school has been asked to update the budget, so she will do that in the coming weeks. SN is continuing to support Heyford Park School and hopes that she will be able to reduce the time she needs to spend there if recruitment at that school is successful.</p>	
<b>9.1</b>	<p><b>GOVERNING BODY MATTERS</b></p> <p><b>DBS/Section 128 Checks</b></p> <p>All Governors have current DBS/Section 128 checks.</p>	
<b>9.2</b>	<p><b>Governor Vacancies/Terms of Office Ending</b></p> <p>There are currently three Director Appointed Governor vacancies and one Parent Governor vacancy.</p> <p>TO reported that he has received expressions of interest from two people in relation to the Director Appointed vacancies and he has sent a form to one of the prospective candidates for them to complete and return.</p> <p>Governors noted that JF will leave the governing board at the end of the academic year, so the school will have a Foundation Governor vacancy from the end of July. SN confirmed that the new Rector hasn't contacted the school yet. AH suggested that she could mention the upcoming vacancy to the Rector when she talks to him later in the week.</p>	
<b>9.3</b>	<p><b>Governor Training/Training Plan</b></p> <p>SD had attended Governor induction training.</p> <p>JF, AH and CT have completed basic GDPR training.</p>	
<b>9.4</b>	<p><b>Governor Monitoring Visits</b></p> <p>Governors considered how it might be possible to carry out monitoring taking current restrictions into account. SN suggested that Governors could speak to subject leaders to carry out some form of scrutiny, but she would need to think about the best way to do this without adding too much to the current staff workload. Governors queried whether the work produced by pupils at home is a fair reflection of their work, given that some might receive a lot of parental input and some very little. Governors agreed that monitoring would be considered in more depth once the lockdown is over, with a view to agreeing on a strategy should another lockdown be enforced at some point in the future. Governors noted that they might be able to approach staff subject area leads in relation to monitoring once pupils have been back in school for a month or so.</p> <p>Governors queried whether, once the lockdown is over, there could be a celebration and acknowledgment of what the pupils and staff have achieved during these unprecedented times.</p>	
<b>9.5</b>	<p><b>Governor Communication with Stakeholders/Community</b></p> <p>Nothing to report.</p>	

9.6	<b>Foundation Governors' Update</b>  Nothing to report.	
10.	<b>Items from staff and school council</b>  <u>Staff</u> – JL reported that the staff see very little of each other at the moment and cannot mix in the staffroom, so it is very different to 'normal' school life. It had taken some time to get used to the bubbles, but staff have adapted well. Staff meetings are taking place on Google Meet. There have been formal meetings, and there are assemblies on a Friday after which teachers stay online for an informal chat. Governors spoke about the impact Covid-19 has had on staff.  <u>School Council</u> – Nothing to report.	
11.	<b>Date of remaining 2020-21 LGB meetings:</b> <ul style="list-style-type: none"> <li>• 16<sup>th</sup> March 2021 – to be confirmed</li> <li>• 27<sup>th</sup> April 2021</li> <li>• 13<sup>th</sup> July 2021</li> </ul> <b>Matters to discuss at the next LGB meeting:</b> <ul style="list-style-type: none"> <li>• Headteacher's Update</li> <li>• SEND Update</li> <li>• Pupil Premium Update</li> <li>• Governor Healthcheck</li> <li>• Data Protection</li> </ul>	

meeting closed at 7.38pm

GP: 3<sup>rd</sup> February 2021

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