



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 13th July 2021, at 6.30pm, on Teams

Attendance: Sarah Nickelson (**SN**) (Headteacher), Penny McCarthy (**PM**) (Staff), Caroline Taylor (**CT**) (Director Appointed), Alice Harden (**AH**) (Foundation), Janet Faulkner (**JF**) (Foundation), Chris Wood (**CW**) (Parent) and Matthew Coolin (**MC**) (Director Appointed) (Chair), Toby O'Neil (**TO**) (Parent) and Sophie Dawes (**SD**) (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 6.40pm.

	Item title	Action assigned to / Date
1.	<p>Apologies for absence and welcome</p> <p>TO welcomed all to the meeting. Apologies were received and accepted from Nick Dawson (ND) (Parent) and Jane Lench (JL) (Staff). Sian Rees (SR) Director Appointed was not present.</p> <p>Action: SN/MC to contact SR.</p>	SN / MC
2.	<p>Declarations of any business or pecuniary interests</p> <p>None to declare in relation to the agenda items.</p> <p>SR to submit pecuniary interest form.</p> <p>Action: Clerk/Chair to update the website interests and governor roles document once SR has submitted a pecuniary interest form and send it to PM and SN to publish on the school website.</p>	Clerk / SR / Chair
3.	<p>Election of Chair and Vice Chair</p> <p>The Clerk reported that she had received a nomination for MC for the position of Chair. MC accepted the nomination and left the meeting. Governors present voted unanimously to appoint MC as Chair for a one year term, starting today. MC re-joined the meeting.</p> <p>SD agreed to stand as Vice Chair and left the meeting. Governors present voted unanimously to appoint SD as Vice Chair for a one year term, starting today. SD re-joined the meeting</p>	

Chair of Governors: *M. Coolin*

Date: 28/9/21

4.	<p>Approval of minutes of the meeting held on 27th April 2021</p> <p>Actions not referred to from the previous minutes have been completed.</p> <p>Governors considered the main points that had arisen and been discussed at that meeting.</p> <p>The minutes from 27th April 2021 were agreed to be a true and accurate record of that meeting and would be signed electronically by the Chair.</p> <p>Action: MC to send signed pdf minutes to the school office and SN/PM.</p>	MC
5.	<p>Headteacher's Report</p> <p>This was a verbal update, as a written update had been considered at the last LGB meeting. SN and PM had uploaded the FPS data dashboard for assessment point 3 (AP3), the RAG rated SDP for 2020-21 and a list of school subject leaders for 2021-22.</p> <p>PM detailed numbers at the school – including whole school, SEN and pupil premium. Governors were pleased that attendance figures were very high.</p> <p>A behaviour related incident was discussed and the measures and support that had been put in place to help the parties involved.</p> <p>There have not been any issues raised by parents and carers during this term to date.</p> <p>Governors noted and discussed the following points:</p> <ul style="list-style-type: none"> • The recent health and safety audit, which had been successful. • Staff absence, vacancies and supply cover. • The internal safeguarding review, which had been carried out with JF's support. • Reports have been sent to parents. • A SWIFT course was run for parents of children who are on the autistic spectrum or have interaction and communication needs and a coffee morning has been set up for parents. • Joe Lambert has been appointed as acting assistant headteacher. <p><u>Safeguarding</u> – see bullet point above.</p> <p><u>Health and Safety</u> – see bullet point above.</p> <p><u>Data protection</u> – nothing to report.</p> <p><u>Assessment data dashboard</u> – SN, PM, MC and SD met earlier today to speak about the data.</p> <p>PM shared her screen at the meeting so that all Governors could see the AP3 dashboard. Year 2 and year 6 data has been collected internally along with data for other classes. PM and SN explained that EGPS had been combined with writing for year 6. A separate EGPS score was not required, so had not been included in the data.</p> <p>Q. Governors queried the capacity figure in the report, which says 420. A. SN confirmed that is an error.</p> <p>Q. Governors asked about the 'predictions' and 'outcomes' sections and who makes the predictions. A. PM explained that they are made at the start of the school year by class teachers, along with SN and PM.</p>	

Q. Governors asked what the national attendance target is.

A. SN confirmed it is 96%.

Q. Governors queried whether the data relating to EYFS has a baseline to compare it against.

A. SN explained that a new baseline would be used from September. 74% of the cohort achieved a good level of development, which is above the usual national average, although this year's is to be confirmed.

Governors spoke about the data in certain year groups. PM assured Governors that those classes are a focus for the leadership and would continue to be monitored. An action plan will be created for one year group. PM explained that teacher predictions are aspirational. Governors noted that the percentage of pupils working above expected level is closer to teacher predictions. A lot of the pupils who are working below the expected level are very close to achieving that level, but that cannot be reflected in the data. Reasons for lower than expected attainment were considered. Governors noted that this has, to differing extents, been mirrored across other EPA schools.

Governors spoke about split year groups in KS2 and how the range of pupil attainment is managed to ensure the best possible outcomes for all pupils.

Q. Governors queried why maths results for one cohort appear to have declined between AP2 and AP3 and how progress is measured between assessment points.

A. SN explained how the figures should be interpreted and how age-related expectations are considered at different assessment points. SN acknowledged that some pupils would need to make accelerated progress next year and ensuring that happens would be a priority.

PM reiterated that an action plan will be implemented that will focus on closing the gap in relation to pupil achievement. There is evidence from past experience that this can be achieved at the school. Interventions for pupils in receipt of pupil premium will be reviewed, although Governors noted Covid has prevented the implementation of certain interventions. Governors agreed that it could take at least a year for pupils to reach the level that they should be working at if Covid and the lockdowns had not happened.

Governors acknowledged that the progress made across all year groups has been at or above the rate expected this year, despite the Covid related disruption.

SEF/SDP 2020-21 – PM spoke about the KS1 data, which is lower than the school would like it to be in relation to the percentage of pupils reaching at least expected in reading, writing and maths. Therefore, that priority in the SDP is rated amber. However, the other priorities for the 2020-21 SDP (relating to behaviour and curriculum) have been rated green. SN confirmed that any red areas would be focussed on during the 2021-22 school year.

Governors spoke about the SEN section of the SDP and SN explained what the SENCO is doing to address the issues that were not green. The school has spent part of the year without a SENCO. SEN training would be scheduled during INSET days.

SIAMS had not been a priority during the pandemic, so would be a focus for the SDP in the coming year.

The governor section of the SDP was considered. The governor support folder has been developed, so was rated green. Monitoring has been difficult, so Governors agreed that could remain amber. Governors agreed to contact relevant staff leads. A list of staff leads had been added to GovernorHub to enable governors to arrange meetings or catch ups.

	Governors offered thanks to school staff for all that they have achieved during this difficult year.	
6.	<p>Appointment of SEN and Safeguarding Governor Leads</p> <p>JF is leaving the governing body at the end of term, so the positions of SEN lead governor and safeguarding lead governor will be vacant.</p> <p>AH agreed to be the SEN governor lead. AH and JF would meet to carry out a handover for this role.</p> <p>Governors noted that all of the board must have knowledge of safeguarding. JF confirmed that the safeguarding training provided is excellent. CW said that he would be happy to take on the role. However, as some Governors were not present, this could be reconsidered in the future.</p> <p>Action: Chair / Clerk to update Governor roles on list and on GovernorHub.</p>	Chair / Clerk
7.	<p>Update of School Risk Register</p> <p>SN explained and Governors agreed that the primary risk to the school relates to staffing, but no other areas on the register need to be updated.</p>	
8.	<p>Approval of Annual School Public Sector Equality Duty Statement</p> <p>SN had uploaded the draft statement to GovernorHub before the meeting. Governors discussed suggestions about how to structure and word the statement.</p> <p>Action: SD to investigate the requirements in relation to this statement, and report back to the governing body. Completed.</p>	SD
9.	<p>Governor Healthcheck</p> <p>The Healthcheck was available on GovernorHub. SD shared her screen so that Governors could see the questions. Governors worked through the list of questions, discussed their answers and the Chair updated the Healthcheck as each answer was agreed.</p> <p>Governors 'strongly agreed' with 5/14 of the statements, 'agreed' with 8/14 and 'disagreed' with 1/14. The Healthcheck was saved on GovernorHub.</p>	
10.	<p>Parking near the school</p> <p>TO had received a letter from a local resident regarding parking near the school at drop off and pick up times. He had posted a copy of the letter on GovernorHub before the meeting.</p> <p>Governors spoke about the concerns that had been raised. PM said that a local resident had visited the school recently and spoken to her about concerns relating to parking. PM had contacted the local PCSO, who had visited the school at pick up time. Governors noted that the school needs to consider other solutions to the problem. PM has been in touch with a representative of Pye Homes, as they want to create new allotments near the school and had indicated that some of the plot of land to be used might be dedicated to parking.</p> <p>Action: PM to get in touch with her contact at Pye Homes about the allotment and parking proposal.</p> <p>Action: TO would respond to the letter this week, taking into account comments made at the meeting and input from the school leadership and new Chair of Governors.</p>	PM TO

	<p>Governors noted that the staggered drop off times have alleviated the parking problems to some extent, and considered whether a move back to single drop off and pick up times would make the issue worse. Use of the village hall car park was discussed.</p> <p><i>*SD left the meeting at 8.26pm.</i></p> <p>Q. Governors asked if the school has access to legal advice in situations like this, possibly via the EPA. A. PM confirmed that she would investigate this, so that the school knows the legal position in relation to parking.</p> <p>Action: PM to contact EPA regarding access to legal advice.</p>	PM
11.	<p>Committees</p> <p>The last Performance and Standards Committee meeting had been held on the 22nd June and the minutes were available on GovernorHub. MC reported that Covid, assessment and staffing were discussed. The new EYFS framework was considered and the related presentation is on GovernorHub. The 5 year plan was reviewed.</p> <p><i>The date of the next Performance and Standards Committee meeting is to be decided at the first LGB meeting of the autumn term.</i></p> <p>A Resources Committee meeting had been held before this meeting. Governors present at this meeting were present at that meeting as well.</p> <p><i>The date of the next Resources Committee meeting is to be decided at the first LGB meeting of the autumn term.</i></p>	
12.	<p>EPA MAT</p> <p>TO was unable to attend the last EPA Chairs' meeting. SN and PM did not have anything to report.</p>	
13.	<p>Policies</p> <p>There were no policies to review.</p>	
14.1	<p>GOVERNING BODY MATTERS</p> <p>DBS/Section 128 Checks</p> <p>All Governors, except SR, have current DBS/Section 128 checks.</p>	
14.2	<p>Governor Vacancies/Terms of Office Ending</p> <p>There are currently two Director Appointed Governor vacancies and one Parent Governor vacancy. After the end of term, as TO and JF are leaving the governing body, there will be two Director Appointed, one Foundation and two Parent Governor vacancies. AH and JF confirmed that the local church is aware of the impending Foundation Governor vacancy.</p> <p>CT's term of office as a Director Appointed Governor ends on the 19th November 2021.</p> <p>Action: PM/SN to add information about Parent Governor vacancies to first newsletter of autumn term</p>	PM / SN
14.3	<p>Governor Training/Training Plan</p> <p>MC had completed Chair of Governor training.</p>	

	MC and TO agreed to discuss the need for finance / budgeting training.	
14.4	<p>Governor Monitoring Visits</p> <p>None, due to Covid restrictions.</p> <p>JF had contacted Lily, Sarah and Penny this term.</p> <p>Governors noted that the work that has taken place at the school this year has been incredible and passed on their thanks to the staff for their hard work, as it is a great reflection of the ethos at the school.</p>	
14.5	<p>Governor Communication with Stakeholders/Community</p> <p>The farmers' market has been held at the school and has been very successful.</p>	
14.6	<p>Foundation Governors' Update</p> <p>Governors passed on their thanks to JF for her dedication and contribution during her time as a Foundation Governor and in relation to her lead governor roles.</p>	
15.	<p>Items from staff and school council</p> <p><u>Staff</u> – Nothing to report.</p> <p><u>School Council</u> – Nothing to report.</p>	
16.	<p>Date of next LGB meeting:</p> <p>Action: MC to confirm the date of the next meeting by email with the governing board</p> <p>Matters to discuss at the next LGB meeting:</p> <ul style="list-style-type: none"> • Dates of LGB and Committee meetings for 2021-22 • Review and approval of Committee terms of reference, membership and delegation for 2020-21 school year • Annual safeguarding report • SEND Report • Pupil Premium • Annual update of register of pecuniary interests and governor terms of office/roles for website <p>The Chair noted the governing body's thanks to JF for her hard work during her time as a Governor, and PM and SN passed on the staff's thanks to her as well, especially in relation to SEND, safeguarding and her support of the leadership team at the school.</p> <p>The Chair also thanked TO for his significant contribution to the governing body over the years and particularly during his time as Chair. TO had served on the governing body for over 6 years.</p>	MC

The meeting closed at 8.45pm

GP: 13th July 2021

Chair of Governors: *M. Coelin*

Date: 28/9/21