



# Freeland CE Primary School

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



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Headteacher: Mrs S Nickelson

## Freeland CE Primary School Local Governing Body Meeting on 27<sup>th</sup> April 2021, at 6.30pm, on Teams

**Attendance:** Sarah Nickelson **(SN)** (Headteacher), Penny McCarthy **(PM)** (Staff), Caroline Taylor **(CT)** (Director Appointed), Jane Lench **(JL)** (Staff), Alice Harden **(AH)** (Foundation), Janet Faulkner **(JF)** (Foundation), Chris Wood **(CW)** (Parent) and Matthew Coolin **(MC)** (Director Appointed) (Vice Chair)

**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 6.35pm.

	Item title	Action assigned to / Date
1.	<b>Apologies for absence and welcome</b>  The Vice Chair, who was chairing the meeting in the Chair's absence, welcomed all to the meeting. Apologies were received from Toby O'Neil <b>(TO)</b> (Parent) (Chair), Sian Rees <b>(SR)</b> Director Appointed and Nick Dawson <b>(ND)</b> (Parent). Sophie Dawes <b>(SD)</b> (Parent) was not present.	
2.	<b>Declarations of any business or pecuniary interests</b>  None to declare in relation to the agenda items.  MC had submitted an updated pecuniary interest form before the meeting. SR to submit pecuniary interest form.  <b>Action: Clerk to update the website interests and governor roles document once SR had submitted a pecuniary interest form and send it to PM and SN to publish on the school website.</b>	GP / SR
3.	<b>Approval of minutes of the meeting held on 3<sup>rd</sup> February 2021</b>  Actions not referred to from the previous minutes have been completed.  SN confirmed that she had located the up-to-date version of the EPA Health and Safety policy.	

Chair of Governors:

Date: 13<sup>th</sup> July 2021

	<p>The minutes from 3<sup>rd</sup> February 2021 were agreed to be a true and accurate record of that meeting and would be signed electronically by the Vice Chair.</p> <p><b>Action: MC to send signed pdf minutes to the school office and SN/PM. Completed.</b></p>	MC
4.	<p><b>Headteacher's Report</b></p> <p>SN and PM had posted a Headteacher's report on GovernorHub prior to the meeting and shared it on Teams during the meeting.</p> <p>PM explained that, since the report had been finalised, one child had joined year 4 and another child is due to join year 1. There are 150 pupils on the roll. SN explained that the reception class numbers are quite low this year, as is the case in many schools, so it is good to have as many pupils as possible in other year groups.</p> <p>SN invited questions from Governors in relation to the content of the Headteacher's report.</p> <p><b>Q.</b> Governors asked if more pupils have joined after the start of the school year due to families moving to the nearby housing developments.  <b>A.</b> PM and SN confirmed that more pupils have joined part way through the school year as a result of the new houses. However, that has tailed off a little recently and pupils who are thinking of joining the school are not solely from the new housing developments.</p> <p>Governors noted that SEN attendance has improved.</p> <p><b>Q.</b> Governors asked how many looked after pupils attend the school.  <b>A.</b> PM confirmed that there is one looked after pupil.</p> <p><b>Q.</b> Governors asked for some further detail about the 'impact of spending' and pupil progress meetings.  <b>A.</b> PM explained that meetings have taken place between members of staff where they have been able to analyse available data, which has enabled them to identify pupils who would benefit from additional assistance. Those pupils are the focus of the pupil progress meetings. There are plenty of interventions and initiatives in place to assist with pupil catch up and the school is considering the most effective use for the remaining catch-up funding.</p> <p><u>Covid-19 and Remote Learning –</u></p> <p><b>Q.</b> Governors asked about whether some of the catch-up funding is going to be directed towards early years and play, due to the fact that younger pupils have missed out on that type of interaction during lockdown.  <b>A.</b> SN said that this had been discussed in some pupil progress meetings, as staff acknowledged that the pupils haven't had the same level of interaction with adults and peers that they otherwise would have. There will be a focus on interaction with adults initially and the way in which that should help early years pupils.</p> <p><b>Q.</b> Governors asked why the one-to-one reading tuition had had a limited impact on PPG pupils.</p>	

	<p><b>A.</b> PM explained that they are not sure why this is the case. It had had an impact but not as much as one-to-one maths assistance. PM said that it could relate in part to the testing style that is in place, along with the fact that those pupils do require more assistance. PM explained what is being done to help the pupils in question to make accelerated progress.</p> <p>Governors commented on the impact that the ELSA has had at the school both in terms of academic and social support. JL acknowledged that it was not always easy to offer the same level of support during lockdown as is offered when pupils are in school, although the connection with pupils was still possible. Governors thanked JL for her hard work and noted that the spending on catch up was having an impact in this area.</p> <p><b>Q.</b> Governors queried why the school music service was not used any more, as whole classes used to learn an instrument together, and whether there are any plans for it to resume.</p> <p><b>A.</b> PM explained that the calibre of staffing from the service had deteriorated in more recent years and it was expensive to fund, so the school decided that it was not worth continuing. However, peripatetic music teaching would begin again from September.</p> <p><i>MC began recording the meeting.</i></p> <p>Governors noted that a welcome meeting had been held with the new Rector.</p> <p><b>Q.</b> Governors asked about the lesson observations that were causing concern.</p> <p><b>A.</b> SN explained that teachers have been observed and are being supported if areas of concern are identified.</p> <p>Governors noted that the English curriculum implementation has taken place. PM said that the staff are very excited about the new curriculum and are trialling it during this half term. It will be reviewed at a staff meeting before half term.</p> <p><b>Q.</b> Governors asked about the budget reserve figure and whether the school can keep those funds.</p> <p><b>A.</b> SN explained that the school needs to retain a reserve sum to carry over into the next financial year, and this is quite a standard position to be in at this point in the school year. SN said that the school is likely to end the year with more than £20,000 and confirmed that the school can use that money to support next year's budget.</p> <p><u>Safeguarding</u> – nothing to report.</p> <p><u>Health and Safety</u> – nothing to report.</p> <p><u>Data protection</u> – nothing to report.</p> <p><u>SEF/SDP 2020-21</u> – nothing to report.</p> <p>Governors thanked SN and PM for the report.</p>	
5.	<p><b>SEND Update</b></p> <p>See Headteacher's report.</p>	

	SN said that the new SENCO (an existing member of staff) has started her new role and will begin her SENCO training course in May. She has half a day a week at the moment to dedicate to the role.	
<b>6.</b>	<b>Pupil Premium Update</b>  See Headteacher's report.	
<b>7.</b>	<p><b>5 Year Plan</b></p> <p>The 5 year plan document had been uploaded to GovernorHub before the meeting. It had been RAG rated and was primarily green or amber, which Governors noted was very encouraging. Governors noted that the areas that have not seen as much progression as other areas are the building projects for the school and SEN. However, Governors noted that there has been good progress with SEN more recently.</p> <p>SN suggested that next 3 to 5 year plan should be considered at a Governors' meeting. There would be a discussion about how Governors wish to move forward. For the last plan, a staff meeting took place at which the plan was discussed, Governors discussed the plan and then ideas were considered and amalgamated. There was also an opportunity to receive input from parents and children.</p> <p>Governors spoke about the building projects and whether those could and should be considered in the next long term plan. SN said that there had been a small group of parents who were willing to drive the initial project forward, but it didn't come to fruition. Also, there are likely to be difficulties relating to funding. SN said that the buildings (both permanent and temporary) do require attention. Governors asked whether there are any government grants for such projects and SN said that there aren't any that the school could successfully apply for. They had applied for CIF grants in the past, but the condition of the buildings was deemed to be too good for the school to be successful. SN explained that, if the EPA were bigger, the school could apply for part of a pot of funding that would be available for such improvements.</p> <p>Governors agreed that they should consider the next Freeland 5 year plan during the next academic year – for example, it could be created in the autumn term and shared with parents after that. Governors agreed that the library should be part of the plan, as fundraising has already started for that. Waterlogging on the field should also be considered.</p> <p><b>Q.</b> Governors queried whether any suggestions are permitted for the plan, or whether the areas are defined at the outset of discussions.  <b>A.</b> SN explained how the plan had been formulated in the past, with parent and pupil involvement. There were no set criteria, so it is open to all sorts of suggestions.</p>	
<b>8.</b>	<p><b>Succession Planning</b></p> <p>This item had been added so that Governors were aware that they need to consider who is available and might like to step into vacated roles, bearing in mind that JF (SEN and safeguarding Governor lead) is leaving at the end of term, as is TO (Chair).</p> <p>JF explained what her SEN and safeguarding lead roles entail, so that Governors could consider whether they would like to take on one or both of the roles. She</p>	

	<p>explained the monitoring aspect of the role and the notable progress that has been made over recent years. AH noted that she would be interested in taking on the role of SEN lead.</p> <p><b>Action: GP to add consideration of replacement SEN and safeguarding leads to the next meeting agenda. Completed.</b></p> <p>JF informed Governors that the PCC need to consider who might be appointed as a Foundation Governor in her place. AH confirmed that she had spoken to a relevant contact about this, so he is aware of the need for a Foundation Governor at the school.</p> <p>MC informed Governors that he is going to attend Chair of Governors training on the 10 May.</p> <p><b>Action: GP to add election of Chair and Vice Chair to the next FGB meeting agenda. Completed.</b></p>	<p>GP</p> <p>GP</p>
9.	<p><b>Data Protection</b></p> <p>SN confirmed that the school follows the EPA guidance for data protection. Governors spoke about the document retention for governing bodies and how long documents need to be kept.</p> <p><b>Action: GP to contact Governor Services about data retention on GovernorHub (completed) and SN to ask the EPA whether they have any relevant guidance.</b></p>	GP / SN
10.	<p><b>Governor Healthcheck</b></p> <p><b>Action: All Governors to review the questions on the Healthcheck in GovernorHub and GP to add it to the next agenda. Completed.</b></p> <p><b>Action: GP to find the previous set of minutes where the Healthcheck was considered and flag on GovernorHub. Completed.</b></p>	<p>All / GP</p> <p>GP</p>
11.	<p><b>Committees</b></p> <p>There had been a joint Committee meeting on the 24<sup>th</sup> February.</p> <p><u>Performance and Standards</u> – MC reported that TO had liaised with Ros Avery at the EPA, who had agreed to give finance training to EPA Governors. The training would be remote and would take place in the evening. SN had uploaded the latest version of the SDP to GovernorHub. The focused governor folder is on GovernorHub and is part of the governor section of the SDP. The EPA Complaints Procedure had been approved.</p> <p><b><i>The next Performance and Standards Committee meeting will be held on 4<sup>th</sup> May.</i></b></p> <p><u>Resources</u> – CT confirmed that she had taken the last set of signed minutes to the school office. The budget had been discussed and will be reviewed in more depth at the next meeting. Staffing had been spoken about, including the appointment of the SENCO. Premises related matters had also been discussed.</p>	

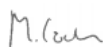
	<p><b><i>The next Resources Committee meeting will be held on the 26<sup>th</sup> May at 6pm.</i></b>  JF gave her apologies in advance for that meeting.</p>	
12.	<p><b>EPA MAT</b></p> <p>SN explained what the EPA Risk Register is and shared it on her screen at the meeting. Heads had been told to share it with their governing boards. SN said that the governing board would need to update the risk register for the school.</p> <p><b>Action: Add update of school risk register to next meeting agenda. Completed.</b></p> <p>Governors spoke about how the risks are rated and scored. A lot of the current risks relate to Covid and safeguarding. It gives Governors an idea about what the EPA is doing to minimise, monitor and deal with these risks.</p>	GP
13.	<p><b>Policies</b></p> <p>There were no policies to review.</p>	
14.1	<p><b>GOVERNING BODY MATTERS</b></p> <p><b>DBS/Section 128 Checks</b></p> <p>All Governors, except SR who is newly appointed, have current DBS/Section 128 checks.</p>	
14.2	<p><b>Governor Vacancies/Terms of Office Ending</b></p> <p>There are currently two Director Appointed Governor vacancies and one Parent Governor vacancy.</p> <p><b>Action: Following SR's appointment, GP to update Committee membership documents and send them to PM/SN. Completed.</b></p>	GP
14.3	<p><b>Governor Training/Training Plan</b></p> <p>CT and SN had attended Health and Safety training.</p> <p>SN is investigating whether the school still subscribes to the Diocesan governor training programme.</p>	
14.4	<p><b>Governor Monitoring Visits</b></p> <p>MC had posted an updated governor visit form on GovernorHub before the meeting.</p> <p>Governors asked whether monitoring should take place this term, or re-start in September. SN and PM had carried out a curriculum audit yesterday with subject leaders and asked them questions about their areas of the curriculum. Short to long term plans were discussed. They were very impressed with the staff leads and excellent progress has been made.</p> <p>SN said that, possibly after half term, Governors could pick up on the curriculum work that has been done so far this year as staff would appreciate the support from Governors, as well as challenge. Therefore, Governors could get in touch with subject leads using Teams or Zoom to have a chat about relevant curriculum areas.</p>	

14.5	<b>Governor Communication with Stakeholders/Community</b>  PM said that she has been talking to the gentlemen who runs the farmers market who had asked if it could be held at the school at the end of May. The school would receive a donation from the stall holders' contributions and the school would serve refreshments to raise funds for the library.  <b>Q.</b> Governors asked if a risk assessment is required for this. <b>A.</b> PM said that it would be, she has been carrying out relevant research and is going to prepare a risk assessment before it goes ahead.	
14.6	<b>Foundation Governors' Update</b>  Nothing to report.	
15.	<b>Items from staff and school council</b>  <u>Staff</u> – Nothing to report.  <u>School Council</u> – Nothing to report.	
16.	<b>Date of remaining 2020-21 LGB meeting:</b> <ul style="list-style-type: none"> <li>13<sup>th</sup> July 2021</li> </ul> Matters to discuss at the next LGB meeting: <ul style="list-style-type: none"> <li>Headteacher's Report</li> <li>Election of Chair and Vice Chair for the 2021-22 school year</li> <li>Governor Healthcheck</li> <li>Approval of annual school public sector equality duty statement</li> <li>SEN and Safeguarding Governor leads to be appointed</li> <li>Update of risk register</li> </ul>	

meeting closed at 8.03pm

GP: 27<sup>th</sup> April 2021

Chair of Governors:



Date: 13<sup>th</sup> July 2021