

## MINUTES

Full governing body meeting 30<sup>th</sup> June 2022 at 17:00

### Governors

Mark Chesher (Chair of Governors) - CoG	Y	Will Young -Chair (Vice Chair)	Y
Jemima Wade – Head teacher (HT)	Y	Marwa Batah (MB)	A
Laura Brown – LB	Y	Kareen Baker – KB	Y
Chloe Naja – CN	Y	Vidya Venkatram	Y

### Others present

Corinne Irving, Bursar	Y	Lena Seed, Clerk	Y
Bernie Musaka, DHT	Y		

*\* Y attended, A apologies approve, NA no apologies.*

*Clerk: Lena Seed*

	ITEM	ACTION
<b>1.</b>	<b>WELCOME/INTRODUCTION</b>	
	<p>The Chair welcomed everyone to the meeting and noted the meeting was quorate.</p> <p>The CoG welcomed Vidya Venkatram to the meeting and a round of introductions were made.</p> <p>Laura Brown was not present at the beginning of the meeting.</p> <p>Apologies were received and accepted from Marwa Batah</p>	
<b>2</b>	<b>DECLARATIONS OF INTEREST</b>	
	Governors were invited to declare business interests against any agenda item. None were declared.	
<b>3.</b>	<b>Notification of any other business</b>	
	None	
<b>4.</b>	<b>Impact &amp; Evaluation &amp; discussion of Circular Model</b>	

4.1	<p>Governors reflected on the impact over the past year and noted it had been good to get back to school visits and a meeting with parents had gone well. The year had spent on a return to business as usual with a focus on Ofsted preparation and catchup. Governors discussed a review of the way in which the governing body meetings were structured and the meetings scheduled and suggested a no committee circular model be adopted enabling better deployment of resources and quicker decision making. They discussed review and approval of policies in advance of meetings where possible.</p> <p><i>Laura Brown arrived at 17:13</i></p> <p>APPROVAL : This was agreed Action: clerk to forward Standing Orders to the Chair.</p>	
5	<b>Governance</b>	
5.1	<p><b>APPOINTMENT</b> Vidya Venkatram was appointed co-opted governor for a period of 4 years.</p>	
5.2	<p><b>Parent governor election</b> The HT reported a third round of parent elections were being held, but no candidates had come forward. She noted parents were supportive and feedback was strongly positive. However, it was difficult to find parent governors to commit. The governors noted the option to appoint a non-school parent governor were elections to be unsuccessful.</p>	
5.3	<p><b>Appointment of LA Governor.</b> The Governors noted the Vice Chair was stepping down and a new LA governor should be sought. The Clerk confirmed this was underway.</p> <p>The Board noted the requirement for a new Vice Chair in the new academic year.</p>	
5.4	<p><b>Remaining Governor vacancies.</b> The Board noted 1 co-opted vacancy remained</p> <p>Action: Chair to follow up</p>	
6.	<b>Minutes from meeting on 31<sup>st</sup> March</b>	
	Governors unanimously approved the minutes from the meeting on 31 <sup>st</sup> March 2022 as an accurate reflection of the meeting and the minutes were duly signed by the Chair.	
	Matters arising: None	
7	<b>Headteacher's report</b>	
7.1	<p><b>The Governors received the Headteacher's report</b> <b>Parent feedback</b> The HT was pleased to report parental communication was good and both the Community Eid Part and Jubilee fair &amp; Street party had been successful. Over 100 people signed off for the seaside trip.</p>	

	<p>The SRE workshop had also gone well although the school does have a number of parents who opt out of sex ed for their children.</p> <p><b>Attendance</b> Governors noted 93.94% attendance was low which was in part due to chicken pox in the spring term.</p> <p><b>Q: are the absences persistent?</b> There are 4 or 5 who are really persistent who in spite of letters, conversations and calls are not improving. 2 persistent absences have moved out the area.</p> <p><b>Q: are the high absence also due to extended leave overseas?</b> The HT noted this was an ongoing issue and no overseas trips were authorised. In a few cases the School had been able to persuade parents to shorten their trips.</p> <p><b>Numbers on Roll</b> Governors noted NOR at 372 was a significant improvement with only. Only 29 vacancies across the whole school.</p> <p><b>Behaviour &amp; safety summer term 22</b> The HT was pleased to report behaviour was good although it is always slightly worse in the summer term.</p> <p><b>Accident data</b> Governors were pleased to note the spike in head injuries had receded</p> <p>Teaching &amp; Learning The HT reported the curriculum was being tweaked to ensure it is as rich as possible. The early Years curriculum in particular is now richer and more challenging. All subject leaders had completed deep dives which had gone really well, and she was pleased with the progress of the ECT.</p> <p>The HT congratulated Reena Merali on passing her NPQH who will be working across early years with 2 new members of staff next year. She will also be the maths coordinator.</p>	
8.2	<p><b>Staffing Structure</b> The Governors received the staffing structure and noted the 5 new teachers joining in Sept of whom 4 were ECTs. They noted 6 ECTs was a heavy load which would require support from the leadership team where extra capacity had been created. They noted the following key appointments:</p> <ul style="list-style-type: none"> <li>• Ruebel would be parttime in year 6 and taking on SEN freeing up Bernie to create a SEN team.</li> <li>• Teacher due to start maternity leave would spend T1 in the EAL role to look after the remaining Afghan children</li> <li>• Year 4 teacher due to remain with this quite a vulnerable cohort for a period of 2 years.</li> <li>• Reena out of class except 1 day per week will take on oversight of EYSF &amp; KS1</li> <li>• 1:1 TA support will be expensive and will be supported from Pupil Premium</li> </ul>	

	<ul style="list-style-type: none"> <li>• Even with the increase in TA's there will be classes with high SEND and EAL with no TA support.</li> </ul> <p><b>Q: how big are the classes?</b> The HT noted all the classes were big although once the Afghan children leave some will go down to as low as 17. Current year 3 will be 32 children.</p> <p><b>Q: why do we employ TAs through agency</b> The HT replied this retained flexibility in the context of refugee and SEND children coming and going and avoided redundancy situations. Additionally, availability of suitable TAs was an issue.</p>	
2.	<p><b>Safeguarding update</b></p> <p><b>Care and welfare data</b> Governors noted the care and welfare data for categories was 0 except early help which related to 9 children in 6 families.</p> <p><b>Q: why is this happening?</b> The HT noted some were no longer on the register. The HT did note concerns around neglect and around parenting, but this alone did not qualify for additional help. She noted there had been big changes in how parents relate to their children.</p>	
3.	<p><b>Attainment data</b> Governors received the attainment data and noted Reception, year 1 phonics, year 2 teacher assessments were very low mainly due to the influx on Refugee children and high numbers of SEN. The HT noted if adjusted for the 30% who are new to English attainment would be more in line and appropriate post Covid.</p> <p>She noted the following estimates of year 6 SATs % achieving Expected level or above. 72% writing finalised a teacher assessment 70% reading EGPS tests 70% Maths tests 65%</p> <p>FSM not including EAL – Reading 66% Writing 69% Maths 48%</p> <p><a href="#">Action: HT to circulate SATs results in advance of the Governor Development day</a></p> <p><b>Year 5</b> The HT noted reading was a significant issue in this year group.</p> <p><b>Year 4</b> The HT was Disappointed in the year 4 maths data which was not reflective of the capability of the year group, although a group with high SEN and disadvantage.</p> <p><b>Year 3</b> The HT was pleased with the reading in this year group.</p>	

	<p><b>Year 2.</b> This had been a very small cohort until the Afghan children arrived. Reading was low in this year group with maths stronger. .</p> <p>The HT reported this was the first data collection after a full year post Covid and was showing evidence of the expected gaps.</p> <p>She noted the school would expect to reach 70/80% expected for a typical year 6 SAT's although the school tended to be below national for greater depth. SATs were very cohort dependant, and a high level of SEN would have a significant impact.</p> <p>She noted most parents had been pleased with data although year 4 had been disappointing but she hoped parents would get behind their children and now.</p> <p>She noted year 5 reading was far from ideal and work would be required in year 6 ahead of the SATs to increase their experience.</p>	
<b>8</b>	<b>SIP 21/22 and emerging priorities 2022/2023</b>	
	<p>The Governors received the SIP 21/22 and noted progress.</p> <p>Governors discussed emerging priorities and the HT noted the importance of embedding structures and processes including</p> <ul style="list-style-type: none"> <li>• new teachers (ECT's)</li> <li>• the new phonics programme and maths teaching,</li> <li>• revised leadership structure including new leadership in Early years</li> <li>• revised curriculum with every post threshold teacher being paired up and members of the curriculum team.</li> </ul> <p>Other priorities including tackling persistent absence:</p> <p><b>Q: how will you reduce persistent absence.</b> The DHT noted the key was ongoing close work with and identifying what the issue for each family were. The families with persistent absence tended to be harder to reach families.</p> <p><b>Q: what of these are hardest priorities to achieve in spite of a plan being in place:</b> HT – making impact on attendance.</p> <p><b>Q: what are the key areas you could improve to make a substantive difference to the SEF judgements</b> The HT noted the following in respect of the SEF:</p> <ul style="list-style-type: none"> <li>• Outstanding breadth of experience for the children</li> <li>• Outstanding Curriculum.</li> <li>• Teaching on the whole also outstanding though quality of teaching is affected by many variables and can go up and down very quickly. However, confidence teaching is good or better.</li> <li>• The beginning of each year is enormously challenging with children struggling on their return.</li> <li>• Leadership &amp; Management of the school very strong</li> <li>• SLT all work very closely with in depth knowledge across all areas.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Work required on each SLT members areas of specific responsibility</li> <li>• Impact for Disadvantaged Pupils may be low.</li> <li>• Safeguarding critical as L&amp;M cannot be above RI (requires improvement) if safeguarding concerns are identified.</li> <li>• Work required to share the workload amongst the experienced teachers.</li> </ul> <p><b>Q: are the SIP priorities sufficiently concise? What is the number one priority?</b> HT replied the need to strengthen leadership structure to support the new staff and embed that this is the way we do things at Argyle because it is proven to be effective.</p> <p><b>Q: are there any things we can do in the context of the unexpected surplus to combat the ongoing falling roll once the Afghan children move?</b> The HT noted that taking Reena Merali out of class to ensure support to embed the changes and new teaching would be key in this goal. The DHT concurred and noted Quality First teaching was most important and would lead to the greatest impact. Time out of class for PPA and working with colleagues to reflect would help teachers to become better teachers.</p> <p>Also, high quality consistent support staff in class was key.</p> <p>Governors noted their support for the HT and commended her brave and bold decisions</p>	
<b>9.</b>	<b>SEF</b>	
9.1	<p>Received and discussed item 8.</p> <p><i>Bernie Musaka left the meeting at 18:52</i></p>	
<b>10</b>	<b>Finance Reporting</b>	
<b>10.1.</b>	<p>Outturn report 2021/22</p> <p>Governors noted the unexpected additional funding in respect of the Afghan children which had resulted in an in-year surplus of £120,000.</p> <p>Governors discussed using some of those funds on support for SEN pupils.</p> <p>There were no further questions to the outturn report.</p>	
<b>10.2</b>	<p><b>Budget</b></p> <p>The Governors received the 3-year budget and noted the surplus in 2022/23 in the context of the falling surpluses by 2024/25</p>	
<b>10.3</b>	<p><b>Audit</b></p> <p>Kareen Baker reported the financial audit would take place in September, the last one having been 12 years ago. the checklist was expected to focus on key processes such as personnel, payroll and single central record and once received would be circulated to governors.</p>	
<b>10.4</b>	<p><b>General Risk Register</b></p> <p>APPROVAL : the General Risk register was approved.</p>	
<b>10.5</b>	<b>Financial Risk Register</b>	

	<p>Governors the risk register and noted the importance of reviewing risks at all levels. They discussed inflationary pressures and the risks this might present.</p> <p>Governors also noted the potential risk of Teacher Strikes and or significant increases in pay.</p> <p><b>Action: the clerk to table discussion of inflationary risk and Teacher pay/strikes in the new academic year</b></p> <p>APPROVAL : the Financial Risk register was approved.</p>	
<b>10.6</b>	<p>Statement of Internal Control</p> <p>The Governors noted the summary of the risk register and noted the need to ensure the asset register was updated by 2022 and the ransomware attack training need.</p> <p><b>APPROVAL The Statement of Internal Control was approved and signed by HT &amp; Chair</b></p>	
<b>10.7</b>	<p><b>Approval of virement for IT equipment</b></p> <p>APPROVAL: Governors approved the virement in respect of the smart board in the sum of £15000 from the Contingency.</p>	
<b>11</b>	<b>Committee updates</b>	
<b>11.1</b>	<p>PPFPP</p> <p>The minutes from the committee meeting were received as read. There were no questions .</p>	
<b>11.2</b>	<p>TLPC</p> <p>The minutes from the committee meeting were received as read and the Chair of the Committee reported the committee had discussed, attainment and catchup and were satisfied that while students had not caught up it was not for the want of rigour and clarity.</p> <p>The Committee also reviewed Wellbeing and noted the latest Stirling scale outcomes as well as the fact that the school no longer had access to a school councillor.</p>	
<b>12</b>	<b>Policies</b>	
	<p><b>Staff Wellbeing</b></p> <p>APPROVAL</p> <p>The policy was approved.</p>	
<b>13</b>	<b>AOB</b>	
<b>14</b>	<b>CONFIDENTIAL ITEMS</b>	
	None	
<b>15.</b>	<b>Date of next meeting</b>	
	<p>18<sup>th</sup> July 10-12:30 SIP</p> <p>12<sup>th</sup> September 10-12:30 Strategy session</p> <p>15<sup>th</sup> September 2022 17:00 Full Governing Body</p>	

There being no further matters to discuss, the Chair thanked those present for attending and closed the Meeting at 19:21

Minutes accepted as a true record and duly signed by the Chair.

Mark Chesher, Chair of Governors Argyle Primary School