

NEVILL ROAD JUNIOR SCHOOL GOVERNING BOARD MINUTES

SPRING TERM 2021

Date: 17th March 2021

Time: 1pm

Venue: Microsoft Teams

GOVERNORS PRESENT

Mr N Kokkinis (Chair), Mrs Cliff (Headteacher), Mr A Baguley, Mr P Curran, Miss J Harrop, Mrs R Hesford, Ms S Kreitzman and Mrs A Wong.

IN ATTENDANCE

Mrs N Jordan	Associate Member
Mrs C Heaney	Governor Support Officer

The meeting commenced at 1:06pm

1. **WELCOME AND APOLOGIES FOR ABSENCE**

Governors were welcomed to the meeting. Apologies for absence were received from Miss E Owen and Mrs C Wilke and accepted by the governing board. No apologies were received from Cllr Weekes-Holt and Ms J McGahan.

2. **DECLARATION OF BUSINESS INTERESTS**

Governors were asked to declare any business, financial or personal interests in any agenda items;

Miss Harrop - Family connection to Harfield Components Ltd who had undertaken work for the school.

Governors were reminded that they should declare any interest which arose during the meeting.

3. **DECLARATION OF A.O.B.**

The Chair declared the following to be considered at item 13:

- Amalgamation consultation

4. **CHAIR'S ACTION**

There had been no requirement to take any Chair's action since the last full governing board meeting.

5. **HEADTEACHER'S TERMLY REPORT**

The Headteacher's report had been circulated prior to the meeting. Further key information was outlined and any comments or questions were invited.

Quality of Education

The SEND provision would be developed across the curriculum to incorporate best practice.

What curriculum areas had been developed so far and what was the program going forward? Developing SEND provision in areas other than Reading, Writing and Maths was a part of the school development plan. In some areas, adaptations and additional resources were needed to support SEND pupils. SEND was wide ranging and some foundation subjects provided additional opportunities for pupils to be celebrated and show their individual strengths. SLT had initially looked at History and Geography within pupil books across the school. Feedback would be given to staff to identify what was working well and to indicate areas for development. SEND pupil progress meetings gave an opportunity to talk through pupil's individual needs. This information then supported meetings with parents. There was more work to be done to ensure the process was co-productive.

How many pupils were currently on the SEND register? Approximately 37 pupils.

How would the school ensure good progress in Reading, Writing and Maths based on where pupils were at now? Pupil targets were generated from KS1 data, this was the ultimate goal for the end of year 6 and what pupils officially worked towards. There was some internal data from just before the lockdown and we were in the process of completing Maths and Reading assessments. That information would help us to understand pupil progress since December and against individual targets. Significant work had been undertaken during the Autumn term to aid catch up. This latest picture would identify any individual needs and intervention plans were in place for the summer term. Additional support had already been put in place for some children as soon as they had returned following the full school reopening.

Once the internal assessments had been completed, could the information be shared with the board to help us understand where the school is? Yes, the Spring data would be available by the Summer Curriculum and Standards committee meeting. It can be compared to the data from Spring 2020. I had shared the Autumn term data at the previous meeting and those areas identified had already been addressed through remote learning and using support staff.

Behaviour and Attitudes

Had Restorative training taken place yet? No, it was scheduled for next week.

Were you leading it? No, it was being led by someone who worked with local Headteachers. There was no formal agenda, it would be an opportunity for us to share strategies in order to support families with Restorative Approaches.

How many pupils would benefit from the Nurture groups? There was currently a small number, as we were still observing how pupils were settling back in and their need to re-establish friendships. Circle time was taking place to build relationships. Nurture groups would be formalised after Easter, the organisation of them was more of a challenge as we were not able to mix bubbles. There were some pupils who were receiving one to one support from staff.

Personal Development

How many coaches were coming in? There were two on a Monday and three on Tuesdays to Fridays.

Were they running specific sports or offering a variety? The lunchtime coaches offered a variety of activities and equipment was available for pupils to use. There was a coach on a Tuesday who offered Netball and a Cricket coach on a Friday.

How were these sessions organised? There were class zones at lunchtime, participation was voluntary, but most pupils chose to take part. Netball and Cricket was during PE lessons and the coaches worked alongside teaching staff.

Governors noted the importance of pupils staying active and thanked staff for their efforts in supporting this.

How many laptops would the school receive? The school had received 29 and we eligible for a further 10. As there was a full set of Chromebooks to use, Desktop PCs had now been moved to classrooms. Having these available in classrooms meant that additional interventions could run during lesson time. The Chromebooks were being used to enhance the Curriculum and to support the catch-up program.

Had the school found that there was more engagement with remote learning during the most recent lockdown? The expectation about the amount of learning that was provided and ensuring pupils were engaging had changed from the first lockdown. The school kept a register each day and contacted families who were not engaging, to check on their welfare and ensure there were not any technical problems. In some cases, packs had been delivered to homes. There was much higher attendance, as the expectation was that families had to engage, there were perhaps one or two families who did not.

What is the RSE policy? It is Relationships and Sex Education, it is out for consultation with parents. A working party was planned for next term, to ensure parents were involved and the policy was co-produced. It was a statutory requirement from September 2021. The school already covered the vast majority within the curriculum although there were some changes which we wanted to make sure parents were aware of.

Leadership and Management

Governors noted the results of the recent parental questionnaire and the amount of positive feedback which had been received.

The Headteacher was thanked for her comprehensive report and there not being any further questions, it was RESOLVED that the Headteacher's report be received.

6. WELLBEING

Governors noted the resources signposted on the meeting agenda. The Development Governor had attended the termly Development Governors training session and provided a brief overview of the discussion. Wellbeing was noted as a priority and the school was encouraged to promote it within the community. A number of resources were available to support wellbeing.

7. GOVERNOR DEVELOPMENT

a) Vacancies and End of Term of Office

Governors noted vacancies on the board for two Co-opted governors. Governors referred to the action from the previous meeting to advertise the vacancies within the school community. Following the recent amalgamation discussions and the possible effect on the Governing Board, recruitment was on hold at the present time.

b) Governing Board Development Plan, Induction, Training and Succession Planning

The Development Governor noted that six members of the board had completed training since the Autumn FGB meeting.

The importance of the SEND link role was explained.

Governors were encouraged to ensure they had a good knowledge of SEND within the school and attend LA training if necessary, to support this understanding.

Governors heard an overview regarding protected characteristics and were asked to ensure they understood them.

Governors noted that additional budget monitoring training had been offered in the Summer term.

Governors were reminded to ensure there was confidentiality in their surroundings when taking part in board meetings.

The Development Governor was thanked for her support.

Miss Owen had provided a brief report relating to the SEND provision in school which was read out to the board;

It was noted that the school had maintained regular contact with families and had ensured the return to school had been smooth.

A strategic action plan had been developed for SEND.

SEND pupils had not had as much pupil voice as children without SEND. It was hoped that methods would be developed, to allow pupils to provide their opinions without the need to verbalise.

There was evidence of SEND provision across all subject areas.

Miss Owen would be meeting with the SENDCo again this term.

The Headteacher noted that the SENDCo provided an update at each Curriculum and Standards meeting. Governors were encouraged to read the information which was provided on GovernorHub or they were welcome to attend the meeting.

c) GOVAS Seminar and AGM

Governors heard a brief overview regarding the recent seminar.

8. BUSINESS

a) Full Governing Board Minutes

It was RESOLVED that the minutes of the full governing board meeting held on 4th November, copies circulated previously, be approved and electronically signed on behalf of the Chair and authorised for publication.

b) Action Points from the Previous Meeting

The actions from the autumn term minutes were reviewed as follows:

MINUTE POINT	ACTION REQUIRED	ACTION FOR	UPDATE
4c.	Confirm that DBS checks are in place for all governors and that Section 128 checks have been carried out.	Head	Updated below
7c.	Promoting governor recruitment through the school newsletter and other means.	Head	Discussed in agenda item 7a.

8b	Confirming the school fund certificate date.	Head	COMPLETE
9a	Consideration of the Committee remits	C&S, Resources & Clerk	COMPLETE
9e	To discuss and approve policies; Governor Privacy Notice Wellbeing	Steering C&S	ACTION
9e	Chair to contact Ms McGahan	Chair	Updated below
9e	Governors to return pen profile and photograph to Miss Harrop	JM, AW & JH	ACTION
9i	Governors to read the revised KCSIE and confirm on GovernorHub.	All	Updated below

Minute point 4c

The Headteacher noted that two Governors had not returned the required information and at the present time there was a gap in the single central record. Both Governors would be contacted. **ACTION**

Minute point 9e

It was noted that Ms McGahan had been unable to attend any governor meetings since her appointment and apologies had been sent for only one of those meetings. Ms McGahan had been contacted on several occasions by the Chair, Vice Chair and Governor Support Officer. The contact details were confirmed as being correct. Governors agreed to send a letter advising that apologies would no longer be accepted, and that disqualification would be discussed at the Summer term meeting. **ACTION**

Minute point 9i

The clerk undertook to provide a GovernorHub report showing Governor declarations. **ACTION**

c) Pay Committee Recommendations

The Chair of Pay committee confirmed that pay recommendations had been received from the Headteacher and considered by the committee.

The Headteachers appraisal process had been completed.

d) Policy Review

There were no policies identified for review.

e) Approval of Inset Dates

Governors duly APPROVED the following INSET days for the academic year 2021/22:

1st, 2nd & 3rd September 2021

21st February 2022

The final INSET date would coincide with the local election date.

It was noted that INSET dates were in line with those set by the Infant School.

f) Joint Committee Minutes

The minutes of the meeting held on 12th October 2020 were noted.

9. RESOURCES

a) Resources Committee Minutes

The minutes from the previous meeting held on 26th January were noted by the board.

b) Ratification of Policies

There were no policies identified for review.

c) Budget Update

The budget was looking healthy and monies had been received from the LA in relation to Covid.

d) Approval of the Budget 2021/22

Governors duly APPROVED the budget.

e) Approval of School Fund Audit Arrangements

Mr M Male was proposed as auditor of the School Fund; this was APPROVED by the board.

f) Changes to the Buyback of LA Services

This item had been discussed at the Spring Resources committee meeting. Governors duly APPROVED the buybacks.

g) SFVS

The chair of the Resources committee confirmed he was in communication with the SBM and the return would be completed for submission to the local authority by 31.5.21.

h) Scheme of Delegation 2020-21

The form had been circulated prior to the meeting and was duly APPROVED by the governing board.

10. TEACHING AND LEARNING

a) Teaching & Learning Committee Minutes

The minutes from the meetings held on 20th October 2020 & 9th February 2021 were noted by the board.

b) Ratification of Policies

The RSE policy had been considered by the Teaching and Learning committee. Governors heard that Miss Harrop had volunteered to be the link Governor for RSE. The policy was being collaboratively produced with parents and Miss Harrop would feedback any relevant information to the board. The policy would be considered for approval at the Autumn term FGB meeting. **ACTION**

11. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

- Governance Update
- School Estates
- Safeguarding

- Equality Act
- Early Years

Governors noted the guidance within the reports.

12. DATES

a) Full Governing Board

8th July 3pm

b) Committee Meetings

Resources 4th May 2pm

Curriculum and Standards 18th May 3:30pm

13. ANY OTHER BUSINESS

Amalgamation

Governors heard an overview regarding the actions relating to the possible amalgamation.

The Headteacher confirmed that leaflets had been circulated with school families.

Neighbouring schools had been informed and encouraged to communicate the information within their community.

Teaching staff unions, local councillors, MPs and diocesan leads had been informed and invited to respond.

The LA had held staff meetings at both schools and provided the opportunity to ask any questions or express any concerns.

The consultation period would end on the 17th April.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 2:25pm.

**NEVILL ROAD JUNIOR SCHOOL
 SPRING TERM 2021 GOVERNING BOARD MINUTES
 MEETING ACTION POINTS**

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
8b & 10b	Discuss and approve policies; Governor Privacy Notice Wellbeing RSE Policy	Steering C&S/Clerk FGB	Summer Steering Summer C&S Autumn FGB
8b	Governors to return pen profile and photograph to Miss Harrop	JM, AW & JH	Post meeting
8b	Headteacher to contact the two Governors who had not returned the DBS/Section 128 check information.	Head	Post meeting
8b	To contact Ms McGahan in relation to attendance and possible disqualification.	Clerk	Post meeting
8b	To produce a GovernorHub report showing Governor declarations and forward to the Head.	Clerk	Post meeting