

Jesse Gray Primary School Governing Body

Minutes of the summer term virtual governing body meeting held via Zoom on Monday 12th July 2021 at 5.30pm

Membership (A denoted absence)	Mr C Walker, Chair Mrs K Ghattaora, Vice Chair Mr A Bevan Mrs L Carey Ms K Davies Mrs K Harris-Whittle Mrs L Hopkins Mrs V Lloyd Mr S Mars Mrs R Patel Mr R Woods Mrs F Moore Mr C Belton, Head
In Attendance	Mrs R Harvey, Clerk to the Governing Body Mrs L Viggars, Assistant Head (part) Mr D Ellis, Assistant Head (part)

Governors confirmed they were in a confidential space. The meeting took place in accordance with the Virtual Meetings Policy. The Vice Chair would chair the meeting.

PRELIMINARIES

FGB5/20-21/01 APOLOGIES FOR ABSENCE

ACTION

There were no apologies for absence.

FGB5/20-21/02 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. Mrs Harris-Whittle has a family member employed by the school. Mr Bevan is a governor at a city primary school. Mrs Patel is a governor at a local primary school and Trust Board member of a local MAT.

FGB5/20-21/03 MEMBERSHIP

Current membership

Evidence of the current membership of the governing body had been presented in advance of the meeting; the membership details were noted.

Attendance requirements

It was noted that a governor who, without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school. (The School Governance (Constitution) (England) Regulations 2012).

The clerk reported there were no absences to consider.

Vacancy update

The clerk reported, Mr Woods would be resigning from the governing body following the meeting. Mrs Moore, would be leaving the school at the end of term and Mr Bevan would be resigning at the end of term.

End of terms of office

None to report.

Get information about schools (GIAS) check

The clerk had reviewed governor information on Get information about schools (GIAS) website in preparation for the meeting and reported the information as of Monday 12th July 2021, was up-to-date.

FGB5/20-21/04 MINUTES OF THE LAST MEETING

Minutes of the meeting held on Monday 7th June 2021, a copy of which had been uploaded to Governor hub for review, were taken as read, confirmed and electronically signed by the Chair.

Action points

Reference	Action	Responsible	Outcome
FGB4/20-21/03	Arrange a meeting to discuss governor recruitment	Head and Chair	Completed, process ongoing
FGB4/20-21/04	Resend monitoring template to govts	Head	Completed
FGB4/20-21/09	Allocate draft policies to governors to review Include "changes only" template at front of policies	Head/Govs by 12/7 SBM	Completed Completed
FGB4/20-21/12	Approval of quotation	Agenda item 12/7	Completed
FGB4/20-21/13	Arrange a meeting to discuss bespoke gov training Draft a Governors Impact statement for approval.	Head and Chair Chair and RP	Ongoing Completed
FGB4/20-21/17	Review draft Equalities Policy and objectives, for approval.	Govs	Completed

Matters arising

There were no matters arising.

FGB5/20-21/05 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING

Neither the Chair nor the Vice Chair reported any actions or decisions undertaken using emergency authority.

FGB5/20-21/06 CORRESPONDENCE ITEMS

From the Chair

The Chair had received a letter from a staff member. This will be discussed under agenda item FGB5/20-21/12 - Staffing update.

From the Headteacher

The Head had received a letter from a staff member. This will be discussed under agenda item FGB5/20-21/12 - Staffing update.

From the Clerk

None to report.

SCHOOL PROGRESS

FGB5/20-21/07 SCHOOL IMPROVEMENT PLAN AND STANDARDS REPORT (Confidential – part)

Summer Term/ End of year Standards Report (presented by Lucy Viggars and Dan Ellis)

Lucy Viggars summarised the key points:-

Whole school data

- Reading – 89% and greater depth – 38%
- Writing – 87% and greater depth – 30%
- Maths – 88% and greater depth – 38%

EYFS

- Reading – 92% and greater depth – 36%
- Writing – 85% and greater depth – 29%
- Maths – 90% and greater depth – 36%

Mr Ellis said the data is very positive, with reading being the strongest subject and the majority of groups, reaching greater depth targets. Comparisons to the Autumn term 2020 shows great progress, particularly in Year 2.

Writing is the weakest area with 85% achieved in Years 1, 4 and 6 and greater depth achieved targets in Years 5 and 6.

Maths has improved significantly, with 85% achieved in Years 1, 2, 3, 5 and 6.

Mr Bevan joined the meeting at 5.53pm

Lucy Viggars summarised the group analysis data:-

Writing – boys greater depth is 1% lower than the 30% target.

Writing – BAME greater depth is 2% lower than the 30% target.

Pupil Premium

- Reading - 71% and greater depth – 6%
- Writing – 65% and greater depth – 0%
- Maths – 59% and greater depth – 12%

Poor remote learning engagement (PRLE)

- Reading - 71% and greater depth – 6%
- Writing – 65% and greater depth – 12%
- Maths – 71% and greater depth – 12%

Governors asked, will the PRLE data continued to be tracked going forward. The Head said we will not need to report in such detail next year but it does evidence the impact of Covid catch up funding.

Referring to the PRLE pupils, the Chair asked, is the gap narrowing. Lucy Viggars explained, the

pupils are being monitored in different ways, the gap is narrowing but it is small steps. Mrs Moore, Deputy Head, added, each child has their own individual story and for children we need to track closely, but others are making progress.

Lucy Viggars continued:-

National Assessments (data collected across the year)

- Phonics attainment in Year 1 - 97% achieved (32/40 pass mark)
- Multiplication check in Year 4 -34% (22/25 = 88% attainment)

Governors noted the Jesse Gray data exceeded the national data in all areas.

In closing, Lucy Viggars said we are all very proud of the results the staff and children have worked so hard to achieve.

The Chair asked will there be benchmarking with other schools. The Head explained we are all doing different benchmarking, some schools have not benchmarked at all. We have, however, done some moderation with Lady Bay Primary School.

Governors thanked Lucy Viggars and Dan Ellis for presenting clear and succinct data. The Head added, the data is useful for everyone in readiness for Ofsted and the drive to deliver teaching through a pandemic has been a great achievement.

Ms Davies left the meeting at 6.11pm

School Improvement Plan (draft)

The Head presented the four main focuses of the draft SIP 2021/2022:-

- To achieve in my new year group, making lots of progress.
Focus 1 - To ensure expected (or better progress) is achieved in order to consolidate the catch-up programme, the area of writing being a particular focus
- Challenge ourselves to take our maths to the next level!
Focus 2: To increase aspiration, confidence and therefore attainment and progress in Maths across identified groups.
- To be inspired by and enjoy diverse, creative and values led learning
Focus 3: To embed a values led approach to shaping curriculum content in a creative way for our diverse and aspirational school community.
- To look after our school and make it an inspiring place to learn
Focus 4: To maximise the potential of the school building for learning and invest in future proofing its infrastructure.

The staff governor commented the SIP will enthuse staff and the four great targets are something to which every child can relate.

The Chair said Focus 4 could be a multi-year priority and asked what is expected to be completed in the first year. The Head replied safety aspects of the school, the pathway and hedging. We will know more about the timeline for the updated the heating system etc, early next term. It could be a five year plan and this will be shared with governors when the architect has completed his feasibility study regarding the extension of the dining hall.

Governors agreed, someone with health and safety and building expertise should be involved. Following a brief discussion, governors suggested approaching a parent or parents with these skills, to consider joining the governing body.

Mrs Patel left the meeting at 6.19pm

FGB5/20-21/08 UPDATE ON COVID CATCH UP FUNDING, PUPIL PREMIUM AND SPORTS FUNDING

The Head said the Pupil Premium, Sports Funding and Covid catch up funding reports will be finalised in September and presented to governors at the meeting on 4th October.

James Smith, on returning to school, will lead on PE.

**Agenda
item
4/10**

FGB5/20-21/09 OFSTED UPDATE

The Head, SLT, Chair and Vice Chair had met to discuss preparation for an Ofsted inspection. The Head expects there will be no cause for concern. In 2019, the school were part of a quality assurance exercise, delivered by the Local Authority. A recommendation from the exercise was to review the SEF and change all judgements from good to outstanding. The Head explained, he was happy with the judgements and we can put forward a strong case for what we are doing.

The Head reminded governors that there is currently no mechanism in the Ofsted framework to move Good schools to Outstanding.

FGB5/20-21/10 POLICIES FOR REVIEW/APPROVAL

Governor Policy Responsibility Matrix

The Head said the policy review framework was available and asked governors to familiarise themselves with the format. The policies will be allocated to areas of responsibility for governors to review early next term, following the appointment of the new governors. It was noted, Mrs Moore had reviewed and signed off all policies.

Govs

FGB5/20-21/11 CONSIDER ARRANGEMENTS FOR HEADTEACHER PERFORMANCE MANAGEMENT FOR ACADEMIC YEAR 2021-2022, INCLUDING APPOINTMENT OF EXTERNAL ADVISOR AND AGREE PERFORMANCE MANAGEMENT GOVERNORS

Governors approved the appointment of Pat Fielding as external advisor and Rashmi Patel and Chris Walker, Chair, as performance management governors. The Chair would contact Pat Fielding, to arrange a suitable date and time for the meeting.

Chair

FGB5/20-21/12 STAFFING UPDATE (Confidential – part)

The Head presented the staffing structure from September 2021

FS2	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Class FJ J Booth (M,W,Th, F) A Morgan (Tues)	Class 1J A Hassal (F/T)	Class 2J M Hazelden (M, Tu) A Morgan (W, Th, F)	Class 3J Dan Ellis (F/T)	Class 4J E Kirk (F/T)	Class 5J J Barratt (F/T)	Class 6J L Viggars (M,T,W) L Walton (Th, F)
Class FG S Mehmood	Class 1G J Warren (M, Tu, W) J Bedford (Th, F)	Class 2G R Garton-Wills (F/T)	Class 3G C Soulsby (M,T,W,T) M Hazelden (F)	Class 4G H Durkin (M,T,W) H Thompson (Th, F)	Class 5G V Lloyd (F/T)	Class 6G R Winfield (F/T to 1 Nov) B Newbold (F/T)

Governors noted:-

- Abbi Hufton would commence maternity leave in September;
- Becca Winfield would commence maternity leave after October half term;
- Beth Newbold (RQT), will be starting in September and will cover Becca Winfield's maternity leave. From September, Class 6G, will have two fulltime teachers but we expect Becca Winfield may be required to 'shield' from the end of August.

Governors asked how will you ensure quality teaching in Year 6. The Head explained, there are experienced teachers in Year 6 who will support Beth Newbold. They will take their PPA time together and Beth Newbold, as RQT, will have 5% timetable reduction (for which we receive funding) and provide mentor support.

Governors asked if plans could be shared with parents and pupils in Year 6 to minimise any anxieties. The Head said decisions are made with the whole school in mind and our responsibility is to ensure fully qualified teachers will be a good fit for the school. Beth Newbold would be in school before the end of term, so there would be an opportunity to meet children and staff. The Chair added, the appointment would also support the budget. The Head continued, this last year has proved the benefit and effectiveness of having multiple teachers across Year groups and provided examples.

Confidential item (see appendix)

FGB5/20-21/13 FINANCE – APPROVAL OF QUOTATION

The Head reported the whiteboards had been purchased, fitted throughout the school and staff say they are fantastic.

The project had been completed three months ahead of schedule and came in under budget. Quotations had been sought (the expected cost was £30k-£35K) the actual cost was £28k. The Head has delegated spending authority of £30k, therefore, did not require governor approval, but had contacted the Chair and Mrs Patel to discuss costs.

FGB5/20-21/14 RATIFICATION OF INSET DAYS 2021-2022

Governors ratified the following inset days:-

- Wednesday 1st September;
- Monday 1st November;
- Monday 21st February;
- Friday 27th May.

The Head confirmed each inset day would have a curriculum focus apart from the final May INSET day that is allocated to assessment and report writing.

GOVERNOR REPORTS

FGB5/20-21/15 GOVERNOR TRAINING AND DEVELOPMENT, INCLUDING BESPOKE TRAINING SESSION

The Chair had attended 'measuring the impact of your governing body' training session.

The Chair and Head would discuss ideas for the bespoke training session during their 1:1 meeting on Friday 16th July.

**Chair/
Head**

FGB5/20-21/16 REPORTS FROM GOVERNOR VIRTUAL MONITORING VISITS

Mr Bevan and Mr Mars had completed a Year 4 monitoring visit and uploaded the report to Governorhub. The feedback from staff on working through lockdowns to returning to school had been very positive.

The Vice Chair had completed a Year 5 monitoring visit and would upload her report. She echoed the positivity of feedback from staff.

The staff were also grateful for the support, the approach to flexibility and staff well-being from the SLT during lockdowns.

FGB5/20-21/17 END OF YEAR IMPACT STATEMENT

The Chair had attended the recent 'measuring the impact of your governing body' training session, during which, governors discussed ideas to what should be included. While the statement is not a statutory requirement, it is best practice to evidence the work of the governing body, particularly with the new set of challenges the schools has faced during the last year.

The Chair had met with the Head, Vice Chair and Mrs Patel and produced a list of practical examples. Governors had reviewed the list and felt all areas had been included. Mrs Moore referring to See-Saw, said this was always going to be implemented, Mr Woods, technology link governor suggested the dissemination of I-pads, which we implemented.

The Chair would finalise the statement and reference it in his letter to parents.

Chair

The Head commented the statement reads very well, it is a useful document to support governor recruitment and evidence for Ofsted inspectors.

REPORTS TO GOVERNORS

FGB5/20-21/18 DFE REPORT

DfE statutory guidance: Early Career Framework induction programme for teachers (September 2021)

Information

From 1st September 2021, the new two year Early Career Framework induction programme for early career teachers (ECT) will replace current NQT induction arrangements.

The Local Authority have commissioned The Flying High Trust to deliver the funded provider led programme.

The main changes are:-

- The term early career teacher (ECT) will replace newly qualified teacher (NQT);
- The induction programme for ECT's will last for two years (NQT programme is one year);
- ECTs will get a 5% timetable reduction in their second year of induction. The first year remains at a 10% reduction;
- Induction mentors will support ECT's through induction, this is a new post and is separate from the existing requirement to have an induction tutor.
- There will be two formal assessment points, one mid-term and one at the end of the programme;
- Additional funding will be available to the school to help cover the costs of the ECT's timetable reduction and time spent with their mentor.

Governors are recommended to ensure from 1st September 2021, the induction policy has been updated, reviewed and approved by governors. The Head would review and update the policy.

Head

CONCLUDING ITEMS

FGB5/20-21/19 SAFEGUARDING AND CHILD PROTECTION (Confidential – part)

The Head, Chair and Ms Davies had a remote safeguarding meeting the previous week.

The Head will be meeting with the DSL, West Bridgford School on Friday 16th July, to start the handover process in readiness for next term.

Dan Ellis had completed the DSL training and will take up the position of DSL from September 2021, replacing Mrs Moore.

FGB5/20-21/20 HEALTH AND SAFETY UPDATE INCLUDING RISK ASSESSMENTS

None to report.

FGB5/20-21/21 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING

None to report.

FGB5/20-21/22 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

The Chair would inspect the school records during his visit on Friday 16th July.

FGB5/20-21/23 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:-

Autumn 2021:

Monday 4th October at 5.30pm (resources)

Monday 29th November at 5.30pm (standards)

Spring 2022:

Monday 31st January at 5.30pm (standards)

Monday 21st March at 5.30pm (resources)

FGB5/20-21/24 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that two items be deemed confidential for the purpose of the minutes.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

Mrs Moore, Deputy Head, wished to thank governors for supporting her most amazing journey at Jesse Gray Primary School.

The Vice Chair thanked Mr Bevan and Mr Woods for their commitment and support to the school. Mr Bevan said it had been a great experience and he had learnt so much from an exceptional governing body.

The meeting closed at 7.32pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
FGB5/20-21/08	Update on covid catch up funding, pupil premium and sports funding	Agenda item 4/10	
FGB5/20-21/10	Review the Policy responsibility matrix	Governors	
FGB5/20-21/11	Confirm date/time for the Head perf mgmnt meeting with Pat Fielding	Chair	
FGB5/20-21/15	Discuss ideas for bespoke training session	Chair/Head	
FGB5/20-21/17	Reference impact statement in letter to parents	Chair	
FGB5/20-21/18	Update induction policy (ECT)	Head	

ATTENDANCE AT MEETINGS 2020/2021

Governor Name	Autumn 2020				Spring 2021		Summer 2021	
	FGB1	Res	Pay	FGB2	FGB3	Res	FGB4	FGB5
Mr C Walker	Y	Y	Y	Y	Y	Y	Y	Y
Mr A Bevan	A	-	-	Y	Y	-	Y	Y
Mrs L Carey	Y	-	-	Y	Y	-	Y	Y
Ms K Davies	Y	-	-	Y	Y	-	Y	Y
Mrs F Moore	Y	Y	-	Y	Y	Y	Y	Y
Mrs K Ghattaora	Y	-	-	Y	Y	-	Y	Y
Mrs K Harris-Whittle	Y	Y	-	Y	Y	Y	Y	Y
Mrs L Hopkins	Y	Y	Y	Y	Y	Y	Y	Y
Mrs V Lloyd	Y	-	-	Y	Y	-	Y	Y
Mr S Mars	Y	Y	Y	Y	Y	Y	Y	Y
Mrs R Patel	Y	Y	Y	Y	Y	Y	Y	Y
Mr R Woods	Y	-	-	Y	Apols	-	Y	Y
Mr C Belton, Head	Y	Y	-	Y	Y	Y	Y	Y