

Jesse Gray Primary School Governing Body

Minutes of the summer term virtual governing body meeting held via Zoom on Monday 11th July 2022 at 5.30pm

Membership	Mr C Walker, Chair
(A denoted absence)	Mrs K Ghattaora, Vice Chair
	Mrs L Carey
	Mrs R Chana
A	Ms K Davies
	Dr J Gill
	Mrs C Gilmore
	Mrs K Harris-Whittle
	Mrs L Hopkins
	Mrs V Lloyd
	Mr S Mars
	Mrs R Patel
	Mr C Belton, Head

In Attendance	Mr D Harvey, clerk to the governing body
	Mrs L Viggars, Assistant Headteacher (opening item)
	Mr D Ellis, Assistant Headteacher (opening item)

Note: The meeting took place in accordance with the Virtual Meetings Policy.

The meeting welcomed Mrs Viggars and Mr Ellis to the meeting.

Mrs Viggars shared the standards report for the summer term 2022.

Mrs Viggars said there has been an increase in EAL and BAME numbers over recent years.

The whole school data, teacher assessed;
Reading 91% age related (ARE) and 44% greater depth (GD);
Writing 85% ARE and 30% GD;
Maths 92% ARE and 39% GD.

Mrs Viggars said writing has been identified and will be a priority on the school improvement plan (SIP) for next year, she said writing outcomes dropping is a national trend and the subject that has been most significantly impacted by the pandemic.

EYFS data, 82% GLD, noted the comprehension (93%) and reading (85%) difference, identified EAL and BAME pupils, group of 15, seven of them did not achieve GLD, two of those have particular SEN, and with the other five have a story to tell. Mrs Viggars said the Year 1 teacher will be aware of these for next academic year.

Governors heard the floor standards and greater depth targets in reading have been met in all year groups, Mrs Viggars said these were very pleasing results. She said the next step is to build confidence in assessing in both reading and writing. She noted nationally the Year 6 outcomes

have improved.

Governors asked, will the increase in EAL and BAME pupils continue, has the school received a breakdown of the new intake for September. The Headteacher said that information has not been provided, however the teachers will have met the pupils before arranging classes.

Governors asked, are there any pupils with SEN joining. The Headteacher said there is one pupil joining with an EHCP, not aware of others currently.

The Chair said given the strong performance all round and given this is year on year picture, would it be appropriate to raise targets and push ourselves to be more aspirational. Mrs Viggars said even though the school judges against national, we always consider the targets based on the cohort and look at their journey from Year 1 through the school. She said the school set expectations based on their journey through the school.

Mr Ellis said writing across the school is the weaker subject and this aligns with the national picture. The Floor standards were achieved in Year 1 through to Year 6, GD targets achieved in Year 1, 5 and 6.

Governors noted the gaps in Year 2 and asked whether there were similar gaps across the year groups or different gaps. Mr Ellis said spelling and accuracy of grammar and punctuation are the identified gaps, he said the creativity across the school is fantastic.

Governors questioned whether the Year 2 outcomes were disappointing given the catchment and cohort. Mr Ellis said reviewing the data in context, he is confident of the teacher assessment for writing. Mrs Viggars said this is technically their first full year of schooling. The Headteacher said the information presented is headline data and when digging deeper ~~will note~~ there are trends and gaps. The Headteacher recommended arranging a demonstration on presenting a deep dive into school data. A governor recognises that Year 2 pupils in other schools will have gone through similar situations, for example being their first full year in school and that should not be an excuse. Mrs Viggars said the school data compares favourably against national data in KS2 and once the KS1 data is released, **this will be shared with governors.**

LV

Governors asked, will there be any additional data monitoring taking place next year. Mrs Viggars said writing is assessed every 4-5 weeks. Mr Ellis said the current Year 2 cohort will be monitored straight away and in particular measuring progress. The Year 6 data shows the input throughout the school is impactful.

Governors understood there are clear strategies to improve writing, especially with the use of the handwriting scheme, they discussed the importance of monitoring such strategies to ensure they are having the necessary impact on pupils.

Governors asked, is there a short term and medium term plan to enhance writing across the school and are there any plans that require significant investment. Mr Ellis said a spelling scheme was purchased last year, this has not been fully embedded across the school and from next term he will be setting expectations for how this scheme will be used. The Headteacher said it is important to understand the school is at a point in a journey, the schemes and initiatives are being embedded and next year will be a full year of them in place.

The Chair said it is important governors engage with this in their monitoring as it is a very high

priority.

Mr Ellis said maths floor standards were achieved in Year 1, 2, 3, 4 and 6 with GD achieved across all year groups. The challenge is to increase the number of children working at expected standard in the current Year 5. Mr Ellis said maths is well embedded across the school.

A group analysis, shows boys writing is below girls writing, boys did not meet the floor standards.

BAME pupils writing is below floor standards, Mrs Viggars said the school is looking at the texts available for BAME pupils to support their writing.

The meeting heard the gap in GD between boys and girls has decreased from 16% to 9%, this shows the school approach to support girls maths is having an impact.

Pupil premium pupils missed on the writing expected floor standards, it was noted the school has a very small pupil premium cohort and they fit into other categories. Mrs Viggars said analysing the data is difficult due to the small cohort. Class teachers are looking at engaging those pupils with an aim to support their confidence.

Governors asked, can the school support with providing parents with activities that can be completed at home. Mrs Viggars said this is something the school is considering. **The Chair asked whether it would be beneficial to have a question on parental support at home included on the parent survey.** The Headteacher said this is something that can be included, the last parent survey was on remote learning.

Mrs Viggars informed the meeting, 83% of Year 1 passed the phonic threshold.

Governors noted the multiplication check for Year 4, 70% achieved 22 out of 25, Mr Ellis said the school has picked this as the threshold as there has not been any official pass mark. He noted 32% of pupils achieved full marks. He said the data tells us that pupils know their timetables, however children will make mistakes when put under timed pressure.

Governors asked, what the school target was, Mr Ellis said there is no national expectation and given the outcomes achieved last year having 32% of pupils get full marks and a handful getting 23 or 24 the school are very pleased with the outcomes. Governors discussed giving the appropriate level of importance to the timetables and not wanting to artificially force and therefore lose out on something elsewhere within the maths curriculum. The Headteacher said the Maths mastery approach is key as it provides application for learning.

Governors noted the KS2 SAT outcomes;

- Reading – 86% expected, 51% GD;
- GPS – 88% expected, 46% GD;
- Maths – 95% expected, 48% GD;
- Writing – 89% expected, 31% GD;
- Combined – 78% expected, 23% GD.

Compared to national data, the school is performing above the standard and are pleased with the greater depth outcomes and very proud of the outcomes achieved.

Governors asked, whether it is worth reflecting on the results compared against local schools

and this may be more relevant. Mrs Viggars said the local comparisons is not overly helpful. **A governor queried whether this was the case, as local schools will have similar children due to being within the local area and therefore the data would be more beneficial.** The Headteacher said there is no mechanism for this and it is important to understand when comparing against smaller cohort, one pupil can swing the percentage of any result significantly. The Headteacher said due to the school size, the data is not statistically significant.

Governors heard the school send teacher assessed data to the upper schools prior the KS2 SAT outcomes, however noting the secondary schools will carry out their own assessments.

The Headteacher said the school improvement plan will be developed from the data presented, it will be shared with the teaching staff to highlight the areas of focus for next year.

The Chair thanked Mrs Viggars and Mr Ellis for presenting the data to governors.

-Mrs Viggars and Mr Ellis left the meeting at 6.30pm-

PRELIMINARIES

FGB6/21-22/01 APOLOGIES FOR ABSENCE

ACTION

Apologies for absence were received and approved from Ms K Davies.

FGB6/21-22/02 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. No governor expressed a personal benefit through attendance at the meeting.

FGB6/21-22/03 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).

There were no absences to consider.

Vacancy update

The clerk informed the meeting the governing body had one co-opted governor vacancy.

The Headteacher informed the meeting Mrs Davies will be stepping down as governor at the end of term. The Chair noted from the recently completed governor skills audit, there is a finance skills gap identified. The meeting discussed promoting the parent election, highlighting a finance background would be desirable. It was **agreed** the Headteacher, Mrs Patel and Mr Walker would discuss and agree a specification sheet for a finance governor.

**HT/RP/
CW**

End of terms of office

The clerk reported the following end of terms of office;

- Mrs Patel – 25th July 2022;
- Mr Walker – 14th September 2022;
- Mrs Carey – 31st August 2022;
- Mr Mars – 31st August 2022.

The **Headteacher agreed** to hold parent elections at the beginning of the autumn term.

HT

The **governing body agreed** to re-appoint Mrs Patel and Mr Walker as co-opted governors for a further term.

Election of Chair and Vice Chair for academy year 2022-2023

The Headteacher said Mr Walker will be stepping down as Chair at the end of the term.

Mrs Hopkins nominated herself for the position of Chair, the governing body duly appointed. Mrs Hopkins as Chair from the beginning of the autumn term 2022.

Mrs Ghattaora and Mrs Patel were duly appointed as joint Vice Chairs for next academic year.

FGB6/21-22/04 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 6th June 2022, 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

There were no actions points from the meeting to address.

Matters arising

There were no matters arising from the meeting.

FGB6/20-21/05 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.

FGB6/21-22/06 CORRESPONDENCE ITEMS

From the Chair

The Chair said governors need to consider the impact of the recently released White Paper, it was **agreed** to add this as an agenda item for the autumn term full governing body meeting.

FGB

From the Headteacher

There was no correspondence to report.

From the Clerk

There was no correspondence to report.

SCHOOL PROGRESS

FGB6/21-22/07 HEADTEACHER REPORT TO GOVERNORS

Governors confirmed they had received and read the Headteacher report prior to the meeting.

The Headteacher said the strategic plan and CPD plan are being finalised in preparation for next academic year.

The Chair asked, is there a trend or trigger for the bullying/racist incidents report. The Headteacher said the incidents reported are relatively minor and low level. He said the school are aware of the impact on pupils of having them being all back together following the closure of bubbles and lockdown. He said the racist incident has been reviewed and resolved by the school with the pupils involved in an engaging and supportive manner. Mrs Chana said she visited earlier in the day and attended a workshop on religion and the presentation discussed Sikhism and was open to answer any questions from pupils and discussed 'grey' areas.

Mrs Lloyd said from September 2022 each year group will have a six week programme on anti-racism.

Governors noted in the report it states not many Year 6 pupils had signed up to the residential trips, they asked was there any particular reason for this. The Headteacher said the high majority of pupils who had not signed up are from EAL and BAME families. He said there is a learning opportunity for the school to better explain and promote residential trips to parents.

The Headteacher informed the meeting a family SENCO was appointed on 8th July and they are the first one appointed in seven years. He said the appointment will support the school with succession and providing Mrs Viggars with an experienced SENCO to fall back on for advice.

Governors asked for confirmation of their role. The Headteacher said they will oversee the training and moderation for the family of Primary schools and West Bridgford secondary school. He said the family of schools receive a large pot of funding from the LA to share out amongst us for SEN pupils. The LA did not agree with the previous approach of the schools working out these arrangements amongst the school SENCOs. Therefore the family SENCO has been appointed, he said their role is funded through the pot provided by the LA and therefore there will be less funding available for pupils, however the schools have made an extremely strong appointment.

Governors asked, is this their full time job, the Headteacher said no, they will be working one day a week for the family of schools. **Governors asked, will the school be able to get added value out of them.** The Headteacher said they will provide value for money, they are an experienced SENCO at their school and they will be able to provide a wealth of knowledge for the SENCOs.

The Headteacher's report was received with thanks.

FGB6/21-22/08 UPDATE ON BUILDING WORK

The Headteacher said the majority of the KS2 building works will be completed by the end of the summer holiday. He said the contractors have been very supportive and worked closely with the school during the summer term.

It was reported for the completed rooms, due to the technology in the windows, the classrooms during the summer are much cooler.

The Headteacher highlighted one issue for the autumn term and that is the use of calor gas heaters and them coming with a cage for safety that takes up considerable room within the classroom. He said the use of these will impact four of the six classes at any one time.

FGB6/21-22/09 COVID CATCH UP FUNDING, PUPIL PREMIUM AND SPORTS FUNDING

The Headteacher said the impact reports are being finalised. Mrs Thompson had carried out some pupil voice on pupil premium and the feedback received was interesting. It was **agreed** the impact reports will be circulated for discussion at the autumn term full governing body meeting.

FGB

FGB6/21-22/10 TRANSITION PLANS FOR HARDIP AND LUCY

The Headteacher said the transition plans for Mrs Thompson and Mrs Viggars have been positive. He said him attending the residential trip within the first week of appointment, allowed Mrs Viggars to establish herself into the role.

-Mr Walker left the meeting at 7.12pm, Mrs K Ghattaora agreed to Chair the rest of the meeting-

FGB6/21-22/11 SCHOOL IMPROVEMENT PLAN 2021-2022 SUMMER REVIEW AND DRAFT PLAN FOR 2022-2023

The Headteacher said he had RAG rated the SIP plan, work on the forest school environment and foundation stage staffing have been impacted significantly through Covid.

He said huge strides have been made in diversity across the school, however this is an ongoing area for improvement. The next focus is on the STEM subjects, he noted STEM has been impacted due to two subject leads being absent.

Mrs Chana said she came across a standardised governor monitoring form and uploaded this to governorhub.

-Mrs Chana left meeting at 7.16pm-

FGB6/21-22/12 CONSIDER ARRANGEMENTS FOR HEADTEACHER PERFORMANCE MANAGEMENT FOR ACADEMIC YEAR 2022-2023, INCLUDING APPOINTMENT OF EXTERNAL ADVISOR AND APPROVAL OF PERFORMANCE MANAGEMENT GOVERNORS.

The **governing body approved** the appointment of Mr Fielding as external advisor for academic year 2022-2023. **Mrs Hopkins agreed** to liaise with Mr Walker regarding setting arrangements.

LH

FGB6/21-22/13 PUPIL AND STAFF WELLBEING

Mrs Lloyd said she is working on promoting that she is the go between for governors and staff and agreed to flag this at the INSET day.

GOVERNOR REPORTS

FGB6/21-22/14 REPORTS FROM COMMITTEES

There were no committee minutes to feedback on.

FGB6/21-22/15 GOVERNOR TRAINING AND DEVELOPMENT

Mrs Hopkins said she attended a session on stepping into the role of Chair.

Discussion on generating training records and noted any training related to the role can be included on governorhub for the report.

FGB6/21-22/16 REPORTS FROM GOVERNOR VISITS

The Headteacher said the reason for not fully re-opening the school for visitors is due to lack of space following the building works.

FGB6/21-22/17 END OF YEAR IMPACT STATEMENT

Mrs Ghattaora noted the Chair had circulated the end of year impact statement and asked for any feedback from governors go to the Chair. **Mrs Hopkins agreed** to pick this up with Mr Walker for circulation.

LH

-Mrs Harris-Whittle left the meeting at 7.26pm-

REPORTS TO GOVERNORS

FGB6/21-22/18 LOCAL AUTHORITY AND DfE REPORTS

DfE Statutory Guidance – Cost of School Uniform

In November 2021, the DfE published statutory guidance stating schools and their governing boards must have regard to the cost of school uniform guidance when reviewing, developing and implementing their school and trust uniform policies.

Schools should:-

- Ensure their uniform is affordable;
- Keep the use of branded items to a minimum;
- Publish the school uniform policy on the school's website and the policy be easily understood;
- Ensure the uniform supplier arrangements give the highest priority to cost and value for money (including the quality and durability of the garment);
- Avoid single supplier contracts unless regular tendering is sought and more than one supplier can compete for the contract, ensuring best value for money. Single supplier contracts should be retendered at least every 5 years;
- Ensure that second-hand uniforms are available for parents/carers to purchase. Information on second-hand uniforms should be published on the school's website.
- Engage with parents and pupils when developing the school uniform policy.

Action for governors

- Review and approve any changes to the current uniform school policy;
- Ensure school uniform information is published on the school website;
- Be compliant with much of the DfE guidance by September 2022, with the exception of the school being in breach of a pre-existing contract or agreement with a uniform supplier;
- Have sight of any existing contracts or agreements and renewal dates;
- Ensure, where practicable, the school is fully compliant with the guidance by summer 2023 (it is recognised that some schools tied into existing contracts with suppliers will not be able to comply with some elements of the guidance until their contract is due for renewal, which may be after summer 2023).

The Headteacher reviewed the policy and it is in line with the guidance. In September will do the policy reviews and change the wording to the DfE guidance.

CONCLUDING ITEMS

FGB6/21-22/19 SAFEGUARDING AND CHILD PROTECTION

The Headteacher said Mrs Chana has taken over as safeguarding governor and he is in the process of reviewing the safeguarding calendar for the next academic year. He **agreed** to share this with governors.

HT

A governor raised a concern on the sports day, there was open access to the school site from one of the gates, and they said anyone could have accessed the school during this time. The

Headteacher said there should have been a staff member on the gate, he agreed to raise this concern with staff members

The meeting discussed the plans for the evening event planned at the school on 15th July, the Headteacher noted everything internally will be closed and locked, parents and pupils will be funnelled to the toilets near Year 6 as required. He said during the event, children will be the responsibility of parents, whereas sports day the children remain the school's responsibility.

FGB6/21-22/20 HEALTH AND SAFETY UPDATE

The Headteacher said a health and safety visit is planned with Dr Gill.

Governors recommended put up warning signs around the tents regarding the guide ropes, it was noted the sign would include a statement to the effect of 'if fall over the guide ropes, done so at own risk'.

FGB6/21-22/21 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING

Nothing to report.

FGB6/21-22/22 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

The Headteacher agreed to pick this up with Mrs Hopkins.

FGB6/21-22/25 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:-

Resource meeting – 10th October, 20th March, 12th June;

FGB Standards – 28th November, 6th March and 17th July.

All meetings would start at 5.30pm.

FGB6/21-22/26 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no 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.

The meeting closed at 7.37pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
	Share the KS1 national data with governors once released.	Mrs Viggars	
03	Headteacher, Mrs Patel and Mr Walker would discuss and agree a specification sheet for a finance governor.	Headteacher, Mrs Patel and Mr Walker	

	Hold parent elections at the beginning of the autumn term	Headteacher	
06	Consider the impact of the White Paper – agenda item.	Autumn term FGB	
09	Covid catch up funding, pupil premium and sports funding impact reports – agenda item.	Autumn term FGB	
12	Liaise with Mr Walker regarding setting arrangements for Headteacher performance review.	Mrs Hopkins	
17	Pick up the governor impact statement with Mr Walker for circulation.	Mrs Hopkins	
19	Share safeguard calendar for 2022-2023 with governors.	Headteacher	

Governor Name	Autumn 2021		Spring 2022		Summer 2022	
	FGB Resources	FGB 29.11	FGB 21.3	FGB 28.3	FGB 6.6	FGB 19.7
Mr C Walker, Chair	Y	Y	Y	Y	Y	Y
Mrs K Ghattaora, Vice Chair	Y	Y	Y	Y	Y	Y
Mrs L Carey	Y	Y	Y	Y	Apols	Y
Mrs R Chana	Y	Y	Y	Y	Y	Y
Ms K Davies	Y	Y	Y	Y	Y	Apols
Dr J Gill	-	-	Y	Y	Y	Y
Mrs C Gilmore	Y	Y	Y	Apols	Y	Y
Mrs K Harris-Whittle	Y	Y	Y	Y	Y	Y
Mrs L Hopkins	Y	Y	Y	Y	Y	Y
Mrs V Lloyd	A	Y	Y	Y	Apols	Y
Mr S Mars	Y	Y	Y	Y	Y	Y
Mrs R Patel	A	Y	Y	Apols	Apols	Y
Mr C Belton, Head	Y	Y	Y	Y	Y	Y