

Saltford C of E Primary School
Academy Governance Committee Meeting:
16th May 2023, 6.00 – 8.00 pm
Saltford School

Minutes

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| MEETING TITLE | Saltford CofE Primary School Academy Governance Committee Meeting |
| DATE OF MEETING | Tuesday 16th May 2023 |
| MEMBERS PRESENT | Dawn Sage (DS) – Headteacher, Elizabeth Spincer (ES), Kathryn Hamlen (KH), Dan Carter (DC), Ian Freemantle (IF), Sumayyah Malna (SM), Ruth Moody (RM), Nathan Styles (NS) and Dani Taylor (DT) – Vice Chair, Tor Manuel (Clerk) |
| IN ATTENDANCE | |
| APOLOGIES | Paul Cummings (PC) - Chair, Emma King (EK) |
| DATE OF NEXT MEETING | Tuesday 4th July 2023 |

Executive Summary:

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| 1. | Welcome and Apologies – Quorum | Chair |
| | DT welcomed all to meeting with apologies received ahead of meeting from PC and EK. IF opened the meeting with a prayer. | |
| 2. | Governance and admin (includes mandatory items to be discussed as advised by central office) | Chair |
| | <ul style="list-style-type: none"> • Governor Declarations • Governor visits <p>There were no declarations of personal interest for the meeting.</p> <p>Governors were informed that all declarations of pecuniary interests and code of conduct declarations have now been completed.</p> <p>Governors were reminded to make arrangements with subject leads. Interaction reports to be shared with HT in first instance and then clerk for sharing with AGC.</p> <p>Governors shared their huge congratulations to DS and all school for achieving ‘Outstanding’ in all areas at recent Ofsted inspection. Feedback from members of the community was shared, with reports of all being thrilled with result.</p> | |

| | <p>[DC arrived at 18:06]</p> <p>Governors were informed of Rector interviews being held in June, and were notified of the possibility of school being without a Foundation governor for a period of time.</p> <p>It was shared that RM to take on role of Chair for Well-being group with discussions on link governor roles to be held at future Resources meeting. Governors were asked to express an interest if had a preference which link governor role might like to take on.</p> | | | | | | | | | | | | | | | | | | | | | | | |
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| 3. | Minutes of previous meeting and actions arising | | | | Chair | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th></th> <th>Action</th> <th>By Whom</th> <th>Meeting Date</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>GG to share presentation for uploading to GVO - completed</td> <td>GG/Clerk</td> <td>21.03.23</td> <td>ASAP</td> </tr> <tr> <td>2</td> <td>AGC skills audit to be investigated by clerk - completed</td> <td>Clerk</td> <td>21.03.23</td> <td>ASAP</td> </tr> <tr> <td>3</td> <td>Governors SEF to be discussed within Resources WP and shared with AGC</td> <td>Chair</td> <td>21.03.23</td> <td>15.03.23</td> </tr> </tbody> </table> | | Action | By Whom | Meeting Date | Due Date | 1 | GG to share presentation for uploading to GVO - completed | GG/Clerk | 21.03.23 | ASAP | 2 | AGC skills audit to be investigated by clerk - completed | Clerk | 21.03.23 | ASAP | 3 | Governors SEF to be discussed within Resources WP and shared with AGC | Chair | 21.03.23 | 15.03.23 | | | |
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| 2 | AGC skills audit to be investigated by clerk - completed | Clerk | 21.03.23 | ASAP | | | | | | | | | | | | | | | | | | | | |
| 3 | Governors SEF to be discussed within Resources WP and shared with AGC | Chair | 21.03.23 | 15.03.23 | | | | | | | | | | | | | | | | | | | | |
| | <p>SM absent. To be updated.</p> <p>All agreed as true representation of previous meeting</p> <p>3 discussed at resources and will bring to agc once fully discussed</p> | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | Chair of Governors verbal report including Chairs' Forum | | | | Chair | | | | | | | | | | | | | | | | | | | |
| | <p>The AGC were informed that, unfortunately due to IT difficulties, DT was unable to attend in PC's absence.</p> <p>Governors were informed that meeting was to discuss the Scheme of Delegation, which has been reissued due to having merged with CLT. It was highlighted that the biggest changes will be for CLT schools.</p> <p>The main differences were highlighted as:</p> <ul style="list-style-type: none"> • Governing bodies now to be know as LGC – amalgamation of AGC and LGB. • Removal of requirement of governors in appointing staff. Is desirable but not a requirement. • Recruiting of clerk now sits within LGCs and not recruited centrally by the trust • Performance management of clerk will be by headteacher • Intention to use Chairs Forum as how trust can support governance. | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | Headteacher's report including: | | | | DS | | | | | | | | | | | | | | | | | | | |
| | <ul style="list-style-type: none"> • Assessment update • Ofsted Report | | | | | | | | | | | | | | | | | | | | | | | |

Headteacher report shared with AGC ahead of meeting. There were no questions raised on report.

In addition to the report the following was discussed:

- Ofsted reflection – really pleased with outcome, very proud of what achieved and recognise is amazing achievement. Need to take stock and look at strategic planning for subjects. For term 6 want to show appreciation for extra curricular events planned. Staff go above and beyond to provide additional experiences for pupils, which was recognised in inspection and cemented to parents how well school provides for children. Children are aware of staff commitment and receive long lasting memories
Mindful of costs for extra curricular events. Payments are staggered but is expensive. Costs for next years enrichment is similar to this years and has been booked.
What happens if children cant afford? Pupil premium children are fully funded. School is unable to offer support if not PP. Previously church foundation has helped and there is procedure to follow for application. Within curriculum discussed pp funding had how might secure additional funding for vulnerable pupils.

Assessment

Targets were aspirational. Can discuss in more detail at AGC meeting in term 6. talked about trust has feeling gap between reading and writing needs to be narrowed.

Writing – It was shared that a complete fit model is used. Children have to show every aspect of criteria. This would not be shown in March data drop. Will be spending next few weeks giving children opportunity to demonstrate skills need to see. Greater Depth is a focus and continues to be as work with children affected to Covid. School has high expectations and have writing strategy in place to support.

Children need consistent teaching to have skills at end of key stage to have capability to go beyond.

Governors were informed term 5 is a very busy term in school.

Y6 SATs have taken place. It was felt that papers were very challenging.

It was noted that there were items in maths paper not included within Y6 curriculum but has been learnt previously. It is felt school needs to look at how it determines what gaps are in children's knowledge.

When discussing the reading paper it was noted that the test was a third longer than last year. If children read at expected level for Y6 it meant that 34 seconds should be allowed for each question.

Are there allowances for children dyslexia?

There is an application process for children who need support/additional time/reader. If this happens parents are informed this is being applied for. School need to meet specific criteria to get additional time/reader.

Y6 teachers are now in process of submitting teacher assessment.

Y2 SATs taking place this week,. Staff will use papers to inform teachers assessment

Y1 Phonics check taking place in June

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| | <p>Y4 multiplication test to take place</p> <p>Pupil progress meetings have taken place across school – The focus has been on strengths and what can be done to support.</p> <p>It was shared that teachers are given direction of thought and identifies children to focus on. Meetings are done sympathetically and is helpful to staff.</p> | |
| 6. | AGC Scheme of Delegation | DS |
| | <p>Trust Scheme of Delegation consultation papers shared ahead of meeting.</p> <p>AGC discussed the proposed changes with the following questions/comments highlighted:</p> <ul style="list-style-type: none"> • Removal of checking SCR – would want Safeguarding governor to still have sight of SCR, to ensure safeguarding checks have been completed • There were no strong objections for renaming AGC to LGC – Local Governance Committee. • Remove monitoring of home school agreement – This is shared with reception parents. It was discussed that this is almost out of fashion and not discussed at governors meetings. Do parents sign and return? Yes but not sure how useful is. • Policy review – when agree working party objectives can pick out core policies for review. • Potential conflict on equality – it was noted this is looked at annually within Resources WP <p>It was agreed that there were some changes proposed but not many from what is already in place.</p> | |
| 7. | Curriculum Working Party | KH |
| | <p>Minutes of Curriculum WP were shared ahead of the meeting.</p> <p>The following discussion points were highlighted:</p> <ul style="list-style-type: none"> • Discussions around mental health took place, in particular around children coming into school, some face real challenges. A focus on strategy on supporting mental health, ensuring children receive support if needed. • Discussed changes to behaviour system – is a work in progress • Y5 teachers showed dojos which might be rolled out across school. Similar to house points but more specific to child. Conversation around golden time continuing in current format is ongoing. Any changes will be involving school council <p>Governors asked what is question around golden time? Is about being linked to behaviour, which is not working and looking at other strategies to distinguish. Is on Friday afternoon. Is difficult to identify who should be affected so can end up with blanket punishment. Trying to go to repair phase rather than wait until Friday with potential to earn back. The Golden time system is historical and when brought in had specific approach to it however things have moved on. Large piece of work with time needed to look at.</p> <ul style="list-style-type: none"> • Thanks was given to ES for work on new assessment system which was a steep learning curve and created a lot of work. | |

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| | <ul style="list-style-type: none"> Curriculum was discussed in detail, discussing timetabling to ensure correct allocation of time is given for curriculum, which is challenging. It was noted that inset day will be dedicated to curriculum planning work. It was noted that teaching staff will tweak Futura curriculum lesson plans to suit school, timetable and pupils. Use of seesaw was discussed, allowing for staff and families to interact. Teachers can set tasks and upload work. Seesaw is also used for computing and Y6 use for maths homework. Schools moving to online platforms is way forward. AGC spoke about different experiences for parents and teachers using online platforms. Is seesaw paid for = yes paid for and is trust wide. RWI was discussed at length. It was suggested that KH talk to governors about RWI, on how it works and what looks like if required Finance was discussed, looking at what can do and how achieve additional money. Discussed pupil premium and how may need to look at in future. Breakfast briefings – times opted for not always suitable. It was discussed how to access recordings of briefings. | |
| 9 | Resources Working Party | IF |
| | <p>Thanks was given to IF for quick turnaround of minutes from Resources meeting the previous evening which will be uploaded to GVO following meeting. Due to tight turnaround governors were informed of the following discussion points:</p> <ul style="list-style-type: none"> Letters to parents on staffing structure for 23/24 shared and rebalancing for y2-3, parents initially asked to identify friendship groups to support decisions General discussion took place of the need for grant applications. Not solve budget shortfall but where grants are available could look to do different things. It was felt there is a need for someone to take responsibility for this. Stakeholder questionnaires – staff bulletin carried out centrally using Edurio. Results will initially be unpicked within Resources WP when received. School parent and pupil questionnaires are due to be sent out with resources looking at results initially then feedback to AGC. Health & Safety committee minutes discussed with no major issues identified. Swimming pool – no further update. DS is waiting to hear of outcomes from insurance company. Concerns were raised if shortfall arises from what insurance company will cover vs costs to complete. Resources spoke of extensive fundraising needed Staff Wellbeing discussed – RM to join wellbeing group. At meeting spoke of Inset day in September where I can / I am busses arranged to visit school with all teachers and TAs having the opportunity to go on bus. Reviewed wellbeing charter was discussed and agreed that some work is needed on this. Risk register was updated. PC to ask at next Chairs Forum what happens with risk registers and points identified on them. Sustainability action plan will be carried forward to next year and will be reviewed regularly by resources committee | |

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| | <ul style="list-style-type: none"> • Parking was raised and discussed. This continues to be an issue for all schools who are limited in terms of what can be done. School has a process to follow when complaints are received. School has staggered pick up due to wrap around care and afterschool clubs. School will look at travel plan. • Working party objectives to be looked at following changes to Scheme of Delegation. | |
| 10. | Foundation Governors | DC |
| | The AGC were informed that Foundation Governors had not met since previous AGC. Meeting to be rearranged as originally planned for date of King Charles III coronation, so did not take place. | |
| 11. | AOB (Please notify clerk of any matters ahead of the meeting) | All |
| | A Confidential item was discussed under AOB. Please see confidential minute. Dates of next meetings discussed. | |
| 12. | AGC meeting dates for 2022/2023 <ul style="list-style-type: none"> • 11th July 2023 - Please note new date. | |

Action Record

| | Action | By Whom | Meeting Date | Due Date |
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| 1 | | | | ASAP |
| 2 | | | | ASAP |
| 3 | | | | 15.03.23 |

Signed:

Date: