

**Saltford C of E Primary School  
Academy Governance Committee Meeting:  
17<sup>th</sup> May 2022, 6.00 – 8.00 pm  
Saltford School**

## Minutes

<b>MEETING TITLE</b>	Saltford CofE Primary School Academy Governance Committee Meeting
<b>DATE OF MEETING</b>	Tuesday 17 <sup>th</sup> May 2022
<b>MEMBERS PRESENT</b>	Dawn Sage (DS) – Headteacher, Elizabeth Spincer (ES), Kathryn Hamlen (KH), Emma King (EK), Dan Carter (DC), Nathan Styles (NS), Ben Whittle (BW), Paul Cummings (PC), Sumayyah Malna (SM), Dani Taylor (DT), Tor Manuel (Clerk)
<b>IN ATTENDANCE</b>	
<b>APOLOGIES</b>	Ian Freemantle (IF) Richard Rowland (RR)
<b>DATE OF NEXT MEETING</b>	Tuesday 5 <sup>th</sup> July 2022

		Action
<b>1.</b>	<b>Welcome and Apologies – Quorum</b>	<b>Chair</b>
	<p>KH welcomed all to meeting. Apologies received ahead of meeting from IF and RR EK opened meeting with a prayer</p> <p>[SM joined meeting at 18:09]</p>	
<b>2.</b>	<b>Governance issues</b> <b>2.1 Declarations of Interest</b> <b>2.2 AGC Succession Planning</b> <b>2.3 Governor Training/Development Needs</b> <b>2.4 Governors’ Monitoring Morning</b>	<b>Chair</b>
<b>2.1</b>	There were no declarations of interest noted.	
<b>2.2</b>	<p>The topic of AGC succession planning was raised with members being asked to consider the role of co-chair alongside current chair to ensure smooth transition. All members were urged to consider the role and it was noted that RR plans to step down in December 2022, with the plan to see school through Ofsted inspection.</p> <p>The AGC were informed that if the role of chair is not filled through AGC members the trust board could make the appointment with the potential of being an external candidate.</p> <p>How would trust board appoint chair for AGC?</p>	

	<p>Would go out to community to be placed as chair</p> <p><b>Could parents be asked to step in to role?</b> School would want governors with experience to take on role.</p> <p><b>Action: Governors were asked to consider role of co-chair and contact RR if interested</b></p> <p><b>2.3 Training</b> – AGC were notified of training available from NGA and also leadership bulletin detailed training on attendance and behaviour and risk register.</p> <p>It was noted that governors had not undertaken any training since the previous meeting</p> <p><b>Action: AGC to notify clerk of training undertaken to allow for training records on GVO to be updated.</b></p> <p><b>2.4</b> Governors were informed that the date for the Governor Monitoring morning is proposed as Wednesday 29<sup>th</sup> June. Governors are invited to attend from 9.00am, and requested to stay as long as possible with lunch being provided if required.</p> <p><b>Action: Governors to inform DS if they are able to attend.</b></p> <p><b>What is morning for?</b> The purpose of the mornings is as an extension to link governor role, allowing governors to visit school and classes to see the school in action. It will give governors an opportunity to talk to children, look at books and also an opportunity for staff and children to see governors ins school.</p> <p>Governors were notified of Policy and Document feedback folder created within the GVO to be used as an area to share items that require discussion.</p>	<p>All</p> <p>All</p> <p>All</p>																									
<b>3.</b>	<b>Minutes of previous meeting and actions arising</b>	<b>Chair</b>																									
	<table border="1" data-bbox="311 1388 1268 1832"> <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>BW to send offline version of Link Governor meeting schedule to clerk - <b>completed</b></td> <td>BW</td> <td>22/03/22</td> <td></td> </tr> <tr> <td>2</td> <td>EK to write to SENCO thanking for work undertaken – <b>see below</b></td> <td>EK</td> <td>22/03/22</td> <td></td> </tr> <tr> <td>3</td> <td>DS to share potential dates for Governor monitoring visit – <b>completed arranged for 29<sup>th</sup> June</b></td> <td>DS</td> <td>22/03/22</td> <td></td> </tr> <tr> <td>4</td> <td>DC to send out pole to gather for preferred date for Foundation Governor meeting – <b>carried forward</b></td> <td>DC</td> <td>22/03/22</td> <td></td> </tr> </tbody> </table> <p><b>Action item 2</b> – EK shared that an unsuccessful attempt had been made to deliver flowers and card to SENCO and another attempt will be made. It was noted that thanks had been given at recent curriculum working party meeting.</p>		Action	By Whom	Meeting Date	Due Date	1	BW to send offline version of Link Governor meeting schedule to clerk - <b>completed</b>	BW	22/03/22		2	EK to write to SENCO thanking for work undertaken – <b>see below</b>	EK	22/03/22		3	DS to share potential dates for Governor monitoring visit – <b>completed arranged for 29<sup>th</sup> June</b>	DS	22/03/22		4	DC to send out pole to gather for preferred date for Foundation Governor meeting – <b>carried forward</b>	DC	22/03/22		
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	<p><b>Action item 3</b> – BW noted that, as part of link governor role, he had visited school for learning walk, and felt the benefits of visiting school. DS also informed AGC members that as a trust, schools are keen for governor visits to take place.</p>	
4.	<p><b>Headteacher’s report including KPIs, Safeguarding, SEF and SATs update</b></p>	DS
	<p>HT report and relevant documents accompanying shared ahead of meeting for AGC’s information.</p> <p><b>Headteacher report is new software - how flexible is it in reporting data?</b> HT report is pre-populated with data. Staff attendance graph is showing raw data.</p> <p><b>AGC remarked this information would be easier if shown at percentage</b> DS to feed back.</p> <p><b>When looking at grading centre assessed – reading scores looking healthier than writing and maths – wondered why RAV picking up on reading as this contradicts what is being shown</b> AGC were informed there is a strong link between reading and writing. Once embedded in reading should see increase in writing. Same for phonics, children who are unable to read, will have difficulty in writing. School needs to respond to early reading directive from Ofsted, and needs to focus on these areas. Currently sharing mid-term data however will be interesting when look at final data. It is correct for reading to be a focus for school. It was also commented that following GS Ofsted inspector training, schools were informed that reading would be a focus for inspections.</p> <p><b>AGC gave thanks for explanation as would want to articulate to Ofsted if asked.</b></p> <p>AGC were informed that HT report will produce KPIs and that DS will do written comments for alternate meetings.</p> <p><b>SEF and SIP shared</b> to give AGC idea of where school is.</p> <p><b>Statutory tests</b> Y6 just completed SATS. AGC were informed children very calm and well prepared. Will await results.</p> <p>Y1 phonics and multiplication tests coming up.</p> <p><b>Enrichments</b> – successful camps for y2 and y5. Y6 camp coming up. Although organising creates a lot of work for staff the children really enjoy the opportunities.</p> <p><b>RAV</b> - Next RAV visit taking place the following day tomorrow with timetable of RAV visit shared with AGC. Previous visit showed lots of positives, along with areas identified for improvement by Executive.</p> <p>Info shared in pre-rav report shows IDSR for 2019 as very positive.</p>	

	<p>One area interesting was GD in KS2 writing was slightly below national average. School has increased work for writing. Once trust looked at reading will be recommended to look at writing.</p> <p><b>Does introduction of RWI mean children will be further behind in their writing?</b></p> <p>Focus has never stopped for writing. Long term impact will be improvement in reading will improve writing too. School to be moderated by local authority. Trust will look at samples on writing, use whole class mark sheets.</p> <p>Areas covered by RAV will be meeting with computing and music subject leads, phonics and RWI learning walk will take place. Will look at learning environment, Maths and English learning walls and curriculum leader at all levels.</p> <p>RAV report will be received following visit which will be shared with AGC.</p> <p><b>Staffing structure</b> was discussed at Resources WP meeting. Staffing structure shared with AGC noting contents are confidential at this point, as yet to be shared with staff and parents.</p> <p>EYFS – Plans in place to cover maternity leave with Y1 teacher moving to Reception. Teacher was previously Early Years lead.</p> <p>Y2 Charlotte Mulready will move to Y2 with Miss Jupp.</p> <p>Y3 2 ECTs will be teaching in Y3. ES will be non-teaching</p> <p>Early Careers Teacher (ECT) is replacing NQTs and is 2 year programme which is very structured.</p> <p>Y6 remains same.</p> <p>DS confirmed the school is staffed for September. Decision has been taken not to mix up Y2 classes ahead of Y3 as felt not needed at this time. Parents have been advised with caveat that if classes need tweaking in future school will do if necessary.</p> <p><b>Is there a rule that classes need to be mixed to do every 2 years?</b></p> <p>No and school took advice before making this decision.</p>	
5.	<b>Chair of Governors verbal report including Chairs’ Forum</b>	<b>Chair</b>
	<p>There was no verbal report shared due to RR unavailable.</p> <p>AGC were informed that due to commitments unfortunately neither Chair of Vice Chair were available to attend recent Trust Chair’s Forum meeting.</p>	
6.	<b>Link Governor Reports</b> <b>6.1 SEND</b> <b>6.2 Pupil Premium</b> <b>6.3 Safeguarding</b>	<b>Governors</b>
6.1	<b>SEND</b> - AGC were informed that school has a plan in place, wanting to adjust / increase TA hours. Will be advertising internally for full time pastoral support as	

<p>6.2</p> <p>6.3</p>	<p>want to introduce Thrive and Elsa and want someone with full time capacity. Hope for the advertisement to go live next week. This role will also provide admin support for SENCO.</p> <p><b>Pupil Premium</b> – Trust held a PP summit which was really interesting and thought provoking. Each of schools asked to complete information about how addressing disadvantaged in school. School has 19 children within PP category. Will be bringing information back to PP summit. Whilst carrying out exercise identified need to do more pupil parent voice. PP governor came into school and reported that pupils feel safe and enjoy school, however some pupils feel lonely not have friends to play with. School felt this is really useful information to have and will work with this.</p> <p>Presentation showed importance of teaching and great teaching and that children should be with most qualified teachers. It was recognised that school does have amazing TAs working with children but can mean children miss activities if pulled out for interventions.</p> <p>It was also shown that disadvantaged gap widening. There is the need to look at in all schools and give support where can, reduce gap and close if possible.</p> <p>HT and Safeguarding governor met.</p> <p>AGC were further informed that Julie Dyer, Futura Executive Lead for SEND has carried out whole school SEND review, identifying strengths and next steps, identifying all areas school exploring. It was felt to have been a very positive visit. Report is available on GVO for AGC’s information.</p>	
<p>7.</p>	<p><b>Assessment update Incl Insight workshop</b></p>	<p>DS/ES</p>
	<p>[1917 AGC moved to IT suite for Insight/assessment workshop led by ES and KH]</p> <p>Governors were informed that schools uses Insight for data tracking. Data shows how add value as children move through school. Governors have redacted access to Insight where they can look at what data is saying.</p> <p>An insight workshop activity was produced for governors to give opportunity to look for and interrogate data.</p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> <li>• Shows Y4 blip due to high needs in cohort. Also a lot of disruption for this year group due to pandemic.</li> <li>• 29% at Greater depth (GD) in writing. Very ambitious target of 35%. Some children showing evidence of GD. To achieve GD at Y6 all criteria has to be met.</li> <li>• Trust working on writing model.</li> <li>• Using South Glos for moderation. Would be very surprised to see numbers at GD staying same or going up due to disruption</li> </ul> <p><b>What is reason for no data?</b></p> <p>This would mean child not take test or joined school late.</p> <ul style="list-style-type: none"> <li>• School uses Nfer tests. Trust use percentage basis to look at outcomes for all tests. Record percentages also record standardised school. Nfer</li> </ul>	

	<p>does lots of tests across country and standardise. Feel most useful data to look at.</p> <ul style="list-style-type: none"> <li>• Provision mapping is used to show areas of progress for all SEND children.</li> <li>• Data not as important as has been previously but good to be mindful and be able to investigate, and for governors to look at what stands out and not make sense.</li> <li>• Ever 6 was explained – children who have been in receipt of pupil premium in last y6 years – school receives funding and can segway funding appropriately.</li> </ul> <p><b>If children achieve GD will they always be at this level?</b> Not necessarily, important to know this is not always the case.</p> <p><b>Are there gaps in data due to Covid or home schooling?</b> School carried out internal assessment but external data not possible during Covid.</p> <ul style="list-style-type: none"> <li>• Governors were informed that area of focus within year groups is on foundation subjects and were asked to bring topic up when meet with subject leads for link governor meeting.</li> </ul> <p><b>How often is there assessment for foundation subjects?</b> This is a trust focus.</p> <p>Governors were informed that end of year data will be populated on insight by next meeting.</p>	
<b>8.</b>	<b>Risk Register</b>	<b>DS</b>
	Risk register discussed under item 10.	
<b>9.</b>	<b>Curriculum Working Party</b>	<b>KH</b>
	<p>Extensive minutes shared ahead of meeting.</p> <p>It was highlighted that a lot of meeting's discussion was around SEND with thanks given to SENCO is processing EHCP applications. The impact and challenges of SEND on staff and classes was noted.</p> <p><b>Foundation subjects</b> was discussed. Whilst school is putting a lot of time into reading, also working on foundation subjects which are now on Insight. This is a work in progress as waiting for guidance and information from trust subject leads. Restrictions subject leads are facing is having time out of class.</p>	
<b>10.</b>	<b>Resources Working Party</b>	<b>BW</b>
	<p>Minutes of meeting shared ahead of meeting.</p> <p>The following items of discussion were highlighted:</p> <p><b>Risk register</b> was discussed. One risk identified is Reception intake. Numbers confirmed this year is 48. School oversubscribed in previous years with appeals for places held. It was noted that school needs to attract more children outside of area whilst bearing in mind local schools are within same trust.</p>	

	<p>AGC noted that KS2 classes are oversubscribed and questioned whether this was common? Families move to area for better secondary school choices and class sizes can be breached in KS2.</p> <p>Will fewer pupil numbers result in a drop in income and is this a concern? Yes, however the way school is funded has changed from number of pupils in school to being funded dependant on staffing model of school.</p> <p>AGC were notified that nationally more children are being home schooled since Covid pandemic. Parents have looked at lifestyle and made changes to way they live.</p> <p>Link Governor meetings were discussed, noting how useful a pre-meet was as helped identify objective of meeting and help give subject leaders and governors understanding and focus.</p> <p><b>Action: Link governors were asked to arrange meetings with subject leader</b></p>	Link Govs
<b>11.</b>	<b>Foundation Governor update</b>	<b>DC</b>
	<p>Foundation Governor meeting not taken place. DC to consult further to agree meeting date.</p> <p>AGC were informed that DS and RR were looking forward to attending Church Schools collaboration day at Monkton Combe with other trust church schools.</p>	
<b>12.</b>	<b>AOB (Please notify clerk of any matters ahead of the meeting)</b>	<b>ALL</b>
	<p>AGC and working party meeting dates set for 2022/23, to follow same pattern as this year.</p> <p>Will meetings continue pattern as this year with working party meetings on Teams and AGC meeting to be in person? Take a flexible approach and take meeting by meeting.</p>	
	<p><b>AGC meeting dates for 2021/2022</b></p> <ul style="list-style-type: none"> <li>• Tuesday 5th July 2022</li> </ul>	

Meeting closed at 20:00

#### Action Record

	Action	By Whom	Meeting Date	Due Date
1	Governors were asked to consider role of co-chair and contact RR if interested	All	17/05/22	asap
2	AGC to notify clerk of training undertaken to allow for training records on GVO to be updated	All	17/05/22	asap
3	AGC to inform DS of intention to join Governor Monitoring morning arranged for 29 <sup>th</sup> June 2022	All	17/05/22	asap
4	Link governors to arrange meetings with subject leads	Link Govs	17/05/22	Asap
5	DC to arrange new date for Foundation Governors to meet	DC	22/03/22	asap

Signed:

Date: