

Saltford C of E Primary School
Academy Governance Committee Meeting:
18th May 2021
6.00 – 8.00 pm

Minutes

MEETING TITLE	Saltford CofE Primary School Academy Governance Committee Meeting
DATE OF MEETING	Tuesday 18 th May 2021
MEMBERS PRESENT	Dawn Sage (DS) – Headteacher, Elizabeth Spincer (ES), Kathryn Hamlen (KH), Dan Carter (DC), Ian Freemantle (IF), Emma King (EK), Ben Whittle (BW), Nathan Styles (NS), Sumayyah Malna (SM), Paul Cummings (PC), Dani Taylor (DT), Richard Rowland (RR), Tor Manuel (Clerk)
IN ATTENDANCE	
APOLOGIES	Megan Jackson (MJ)
DATE OF NEXT MEETING	Tuesday 6 th July 2021 vis MS Teams

		Action										
1.	Welcome and Apologies – Quorum	Chair										
	RR welcomed all to meeting Apologies received from MJ ahead of meeting. IF opened meeting with a prayer.											
2.	Governance and admin (includes mandatory items to be discussed as advised by central office)	Chair										
	- Annual forms to be collected by Clerk (Annual DBS and Personal declarations of interest)											
	All forms now completed. Thanks to AGC.											
3.	Minutes of previous meeting and actions	Chair										
	<table border="1" style="width: 100%;"> <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>Clerk to send statutory forms via MS forms for completion as</td> <td>Clerk</td> <td>23/03/21</td> <td>URGENT</td> </tr> </tbody> </table>		Action	By Whom	Meeting Date	Due Date	1	Clerk to send statutory forms via MS forms for completion as	Clerk	23/03/21	URGENT	
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1	Clerk to send statutory forms via MS forms for completion as	Clerk	23/03/21	URGENT								

		a matter of urgency – completed			
	2	AGC members to make contact with MJ/RR if interested in co-chair role next academic year – RR reminded governors would welcome conversations / questions from members interested in co-chair role. Discuss more at July meeting.	All	23/03/21	ASAP
	3	Link governors to make contact with subject leads in term 5 to arrange meeting as per schedule on GVO – See note below	All	23/03/21	Term 5
	4	DT and MJ to carry out SCR check in term 5. Completed. DT confirmed all in order	DT/MJ	23/03/21	Term 5
	5	New parent governors to log into Insight to activate log in details - completed	PC/DT/SM	23/03/21	ASAP
	6	AGC asked to log into Insight to refresh with system ahead of data workshop at next appropriate meeting – Please contact ES/TM if face issues when logging in	All	23/03/21	ASAP
	7	DS and EK to meet to discuss assemblies – completed. Schedule set up until July 2021	DS/EK	23/03/21	Term 4
	8	KH to co-ordinate leaving gift for ST – completed. ST sent email of thanks.	KH	23/03/21	ASAP
3		<p>Actions</p> <p>Chair reminded link governors to make contact with subject leads before end of term 5. DS reminded AGC that one meeting a year is sufficient for foundation subject lead governors and all meetings are to be minuted, which are to be shared with DS in first instance. Statutory governors meet with leads more frequently.</p>			
8		<p>Next meeting will be MJ last meeting.</p> <p>Governors raised the following points for accuracy on the minutes of previous meeting:</p> <ul style="list-style-type: none"> point 4 introduce PVG acronym Point 7 last paragraph – school camps, wording not give firm conclusion that’s what did decide to support. Please alter wording to strengthen support Point 10 – Ruth Presswood name misspelt. Comments by governors should remain anonymous 			
					Clerk

	<ul style="list-style-type: none"> Point 6 clarification requested on topic being discussed regarding PHSE curriculum for summer term. DS felt that summary reflected this. <p>Action: Chair confirmed that once adjustments made minutes would be true reflection of previous meeting.</p> <p>DT joined meeting at 1809</p>	
4.	<p>Chairs verbal report including Chairs Forum update</p> <ul style="list-style-type: none"> Futura Learning Partnership AGC Chairs presentation 	RR
	<p>RR attended Chairs Forum at end of April sharing that there was a discussion around governor recruitment but main focus was rebrand of trust from Wellsway Multi Academy Trust to Futura Learning Partnership. RR shared and talked through presentation shared at Chairs Forum to AGC.</p> <p>DS shared that recent communications to staff and parents gave details of rebrand, and school will include items of trust work which benefits schools within school newsletters.</p> <p>DS asked AGC for initial thoughts on how can make launch as high profile across schools?</p> <p>Following a discussion amongst AGC members the following points/suggestions were made:</p> <ul style="list-style-type: none"> Could Exec team do assembly for children? Share presentation at new parent's induction events DS commented that how induction events will be held will be dependent on restrictions due to Covid. Events will either be face to face or virtual and slides could be used to raise profile. If want a big event, who is the target market? Wider group. Stakeholders and press coverage. Does it need to be a big bang event or a series of events/workshops/competitions? Could do things across academic year and build in. Need to be clear on purpose of event and what want to achieve. As not fundraising event would want to know why should attend Qs not just about event itself but how to roll branding/one organisation Important is who is target. Is showing parents what a central part future is playing in child's education. People not grasped intimate connection between school and being part of trust. Not really launch new name but how do we promote things that demonstrates school is part of Futura. Any events should have Futura branding in high profile. Parents need to see Saltford school is a Futura school. Need to circulate this in any information shared and events do have. Possibly over-compensate initially. It was suggested that a discussion at Foundation WP to look at school and trust vision and values. School has own branding and status and want to keep that. Be good to look at how we got to own vision and values and marry up. Part of Future and also Saltford community. 	

- Could Futura sponsor summer fair? As not launching until September would this be appropriate? DS not really possible as fair is a way of having local business involvement.
- Saltford 5 year anniversary of joining trust. Could put together special newsletter go out to all parents/broader stakeholders to focus to celebrate 5 years of MAT and becoming Futura and how benefitted over last 5 years. Also 50th anniversary of school being on current site.
- AGC liked idea of celebrating what is working really well. Could also show what is not changing and is staying the same.
- An idea for photograph of MELT shared with local press celebrating successes so far.
- Consideration to be given that due to pandemic schools where parents not really felt part of community, big launch could look a bit corporate and detached.
- Need to promote reason and make parents aware why now, as parents could wonder why spend a lot of time on rebrand when so much else going on.
This was shared in last newsletter but could reiterate in school newsletters. Timing is right as current name not represent what trust stands for.
- Would be good to get children from different schools to work collaboratively and benefit from children's learning. Try to firm up link with trust secondary schools. could do something virtually to establish links. Even virtually. Important to get links back. Prior to lockdown this did happen. Used IKB science labs, WWS school, School Sports events. All good practice need to get back to this.
- Suggest discussing at school's PVG group, would give good communications link to all classes.

DS really good ideas. Also agree with drip feeding across year. Joint parliament, plenty of scope. Some schools do joint trust concert, lends itself to parent's knowing of 'oneness'.

DS not got sense from team to be a big bang event but gathering ideas for relaunch.

A general reminder was shared that role as governors is to talk positively about Futura and rebranding.

RR and DS thanked AGC for discussion and comments.

Parent Voice Group (PVG) minutes

First PVG meeting proved to be a very positive meeting. All agreed Terms of Reference for group. Members had come to meeting with 7/8 questions which had been collected from classes. Promoted level of discussion. A lot of discussion on changes to uniform and not coming in to school in PE kit. May not agree with rationale but went away with understanding to communicate to own parent networks.

Asked for feedback/comments – some received which was very helpful. Feedback received on big topics and need time to really look at. Next meeting 10th June, DS will put together agenda but will relook at where we were and looking at next steps.

RR value will be on talking about 1 or 2 topics instead of trying to cover a big range. DS to share feedback received. One comment raised was

	<p>whether parent governors should attend PVG. RR not responded as yet but likely to say co-chairs to attend to represent AGC, with all AGC members invited to join if needed. Following initial discussions of meeting frequency, it was agreed that parent governors could attend on a rota basis but it was questioned in what role they would be attending as could be either parent of governor as could cause conflict. It was confirmed that it would be role of parent governor. It was also suggested it would be useful to invite questions ahead of the meeting. DS replied that initially an MS form was created and agenda was formed following responses received.</p> <p>NS left meeting at 1816 due to technical issues. KH joined meeting 1817, following technical difficulties.</p>	
<p>5.</p>	<p>Headteacher’s report including return to school and Covid update, Governor KPI document</p>	<p>DS</p>
	<p>Assessment update</p> <p>Headteacher report shared ahead of meeting. Very busy at school. Run up to next round of assessment and general busyness of school environment.</p> <p>Next steps for Covid unlocking plans- No changes to Operating Procedures due to government opening 17/5/2021 other than pool re-opening in term 6. Continue to have children who are symptomatic and going through testing. Need to be mindful of national picture and need need cautious approach. Will look at next steps in June following announcement from government. If school make changes to plans after Covid, want to make it a permanent move to enable routines to be set ahead of September as will make changes when can.</p> <p>It was asked whether plan is to go back to schooling as was before Covid? No and paper is exploring this. Want to look at what has been learnt from pandemic and not go back to what has always been done. There are some limitations due to staffing, catering contract and size of hall but areas that can be explored. Lots of positives so can build into permanent planning. Will be really clear with parents on what this will look like. It was mentioned that within conditions column it states contingent on cases being low? Is there a threshold? No but would be good to take to Resources WP. Look at what information is available and how make decision.</p> <p>School had Raising Attainment visit (RAV) on 13th May 2021. RAV team and focus consisted of: Stephen Luke - main areas of school classroom and learning environments Gary Schlick - writing across school Joy Mounter - maths Annie Smart - EYFS Day went very well. Verbal feedback has been received which has been really positive. Areas for development will be built into SIP. Governors agreed DS and all members of school staff should be proud of RAV outcome. DS felt RAV show good example of schools working together and being part of trust with RAV team members being an expert in different areas and offering expertise to schools.</p>	<p>ES</p>

KPIs – any questions on KPSIs?

- A question was asked whether school still advertising for play workers as this had been mentioned in previous update. DS shared that at Saltford SMSAs are called Play workers. School now has full compliment of staff. Some of roles are a job share as people want to be employed for role but unable to commit to full week. Some TAs are covering role currently on understanding will step back from role if parents want to take this on.
- A question was raised whether Y2 phonics school target of 9% was a typing error? Yes think so. ES think 100% and on track with 2 children to retake.
- It was mentioned that within bullying section of KPIs there was one notification under other category but no detail given. Had bullying allegation in Y6. DS met with boys and parents. No further incidents. 1 now on regular revisit chart and no further incidents. Will add this in.

DS highlighted following points:

- informed AGC that draft SIP plan ready for first meeting in term 1 of next academic year. Staff have twilight meeting on Wednesday, will look at plans and work for next year.
- Must assume next year will be Ofsted year. Continue business as usual with moving forward with school improvement. When questioned DS confirmed unless a safeguarding complaint was raised to Ofsted, which would trigger inspection, this will not take place this academic year.

Assessment

School Data summary shared ahead of meeting. ES wanted to use opportunity to discuss process to help new governors understand that assessment data is a snapshot in time. Also wanted to talk about how information is presented and look at specific areas of school.

Teachers carry out ongoing Teacher Assessment where teachers look at how children are getting on, what is understood and if working at greater depth and keeps records of children's understanding. Could be in form of mark books, feedback grids. All things inform teacher judgement. Also carry out standardised tests.

In last assessment week Y2 and Y6 were assessed using past SATs papers. All other years were assessed using NFER and White Rose.

Also use Neale Analysis for reading age for children working below age. Information taken and put into Insight. Teachers enter assessment using 1,2 3 scoring

Not meeting = 1

On track = 2

Above =3 and also test results.

Following data entry ES drills down further looking in more detail at groups of children, looking at positives, questions and actions.

System used was looked upon favourably during recent RAV visit.

Format SL wants to take and share with other schools.

Teachers have a lot to do with process. Using lists from all classes DS makes sure no one falling through cracks.

ES drills down into more detail for each year group.

Try to keep cohort overview to track cohorts through school life.

Headlines from data shared:

- Focus on problem solving in maths. This was highlighted in 2 previous Ofsted inspections.
- Writing – get children to be working at Greater Depth (GD) and combined Greater Depth
- A lot of focus has been on keeping up on age related expectations due to Covid.
- A lot of data in spring term is similar or improvement on autumn data.
- Teacher assessment is more positive. When children take tests might not do so well, ask questions when cross checking or vice versa.
- Lots of catch up recovery work taking place but some GD work is going on.
- EYFS baseline is lower than in previous years, due to Covid, with children having missed lots of preschool education and also experiences missed due to pandemic restraints.
- Through year lots of children made good progress. But outcomes might not be as high as previous cohorts. Hoping to get 70s but usually get 80s.
- Speech and language has been affected.
- Working on phonics trying to pick up what has been missed.
- Maths Teacher assessment is more positive than test results. Similarly matched across trust. Y3 test was on termly work in spring term where children were tested on work not yet covered.
- Focus on mental maths fluency, strong number bonds and times tables.

A question was raised regarding enough resources available for EYFS children working at higher level. What is being done to support so not get left behind? DS clarified this was not physical resources but TA support working with exceeding groups. Have asked ED for shortfall as school has catch up funding that can be used.

It was noted that when looking at circle diagrams shared, Y3 only year group where numbers at above expected didn't increase from autumn to spring. Anything significant in that?

ES – part played in tests is significant. Missed a lot of work working towards SATS so when came into Y3 a lot of catch up need to do.

National picture shows Y2 and Y3 were year groups most affected following first lockdown. Children were settled and working well and then had another lockdown. Have been working on achieving standard and above but not at GD.

It was commented that data for Autumn, where might have expected to see greater effects, were better than Spring data.

DS shared that Y3 cohort has high numbers of SEND, School has released catch up funding to support. When move into Y4 will be rebalancing classes will support moving forwards.

ES reminded AGC that all information is a point in time. Need to drill down and look at how can help.

DS informed governors that next assessment week is in June, to be discussed at next Curriculum meeting.

6.	<p>Link Governor visits</p> <ul style="list-style-type: none"> • SCR Review • SEND 	DS MJ/DT SM
	<p>As mentioned previously SCR review taken place. DT confirmed happy with SCR. Nothing further to be added.</p> <p>SEND governor confirmed meeting with GG, SENCO, regularly to catch up on how students identified as needing SEN support are. It was confirmed that all SEN children are making progress and where they should be. It was mentioned that an above average number of children coming into reception needing SEND support. School liable for first £6k towards cost of support, meaning school has to pay for initial £24K. Auditing of class teachers of teaching with SEND. School implement learning walks, will include looking at work undertaken in classes.</p> <p>It was shared that ahead of new starters joining in September a lot of work was need to put plans in place, resourcing for SEND and ensuring provision is as good as can be.</p> <p>DS shared that issue had been raised at recent budget meeting with trust. School currently has 8 children with EHCPs, new intake will see this increase to 17, this equates to double national average. Current Inclusion Lead arrangements are for 3.5 days a week. Need to see if this is enough time as school also have 50 children included on SEN register. During recent RAV learning walk looked at SEND monitoring cycle and also book looks.</p> <p>During meeting SEND governor suggested working with Bath Spa University students who could help on a voluntary basis, suggesting they could help with some of the admin work to help school to prepare. GG to consider this option.</p> <p>It was questioned whether school needs full time Inclusion Lead as currently school is slightly below national average for SEN, and Inclusion lead has mentioned resources are overstretched?</p> <p>DS responded that some schools have Deputy Headteacher as SENCO. School have balance with GG and ES out of class a few days each week. If need to release GG or ES out of class trust would fund. By end of term 6 school will be national average and an additional 4 starting in September. DS tries to support where possible but not currently possible as this would have an impact on staffing elsewhere across school.</p>	
7.	<p>Resources Working Party Feedback</p> <ul style="list-style-type: none"> • Risk Register review 	BW
	<p>Minutes shared ahead of meeting with following points raised:</p> <ul style="list-style-type: none"> • Staff well-being was discussed at length. PC has set up staff well-being group, looked in detail at questionnaire set up. Want to make sure group is promoting staff supporting, and taking ownership of own well-being, and not wait for solution to be given. • Talked about strategy for fundraising grants and sponsorships – want to make sure not duplicating effort. See this area as part of resources responsibilities. 	

	<p>It was agreed to be taken off Curriculum WP agenda and to be discussed within Resources.</p> <ul style="list-style-type: none"> It was noted that WMAT had renewed Grants4Schools membership <p>BW and EK left meeting at 8.00pm</p>	
8.	Curriculum Working Party Feedback	KH
	<p>Minutes shared ahead of meeting. KH highlighted following points:</p> <ul style="list-style-type: none"> discussion on play policy, feedback and thoughts from governors shared with DS, to be fed into next draft. behaviour policy discussed. Will be shared in time. Big change within EYFS framework around new rules and expectations. School has already completed a lot of work on this. A lot to take on and governors need to be aware of this. Discussion on EHCPs – Has big impact on data and meetings. DS commented that really helpful summary report within curriculum papers which will help inform. 	
9.	Foundation Governors meeting feedback	DC
	<p>No meeting in term 5 Meeting in term 6 – will be discuss vision and values on agenda. Minutes of meeting to be shared with clerk for uploading onto GVO.</p>	
10.	AOB (Please notify clerk of any matters ahead of the meeting)	All
	<p>Foundation governor asked for thanks to be shared with all staff for positive engagement with assemblies. Very much appreciated. AGC shared their ongoing thanks to EK and IF for assemblies. Rebuilding community spirit, been lovely. Important part of school life.</p> <p>DS reminded AGC that next meeting is final meeting of academic year and also MJ's last meeting. If government guidance allows will be nice to meet if possible. Decision will be made nearer time on how we meet. Chair welcomes views on meetings moving forward as benefits to meeting virtually and in person. It was questioned whether could consider meeting in school hall, following social distancing rules and decided that this could be a consideration for working party meetings.</p> <p>Chair thanked all for attending.</p>	
11.	Dates of AGC meetings 2020 – 21	
	<ul style="list-style-type: none"> Tuesday 6th July 2021 	

Meeting closed at 2007

Action Record

	Action	By Whom	Meeting Date	Due Date
1	Clerk to make amendments to previous meeting minutes as discussed	Clerk	18/05/21	ASAP

Signed:

Date: