## Carlton Hill Primary School - Board of Governors

**MINUTES of the Full Governing Body Committee - Virtual Meeting**

*Tuesday 29 Sept 2020 at 4pm.*

**Present:** Tamsen Beer (Head Teacher), Chris McNeill (Chair, Co-opted), Annabel Blakeston (Elected Staff), Andy Russell (LA), Judy Simon (Co-opted), Kris Pitrova (Co-opted), Nic Jones (Co-opted), Sam Hughes (Co-opted), Debs Owen (Associate Governor), Ken Caplan (Co-opted)

**Apologies:** Lisa Bostock (Elected Parent)

**Absent:** In attendance: Amanda Sherratt (Clerk)

### Minutes

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<td><strong>Welcome</strong></td>
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<td>The Chair welcomed members and informed them that DM has resigned from the GB. Governors agreed to send a token of appreciation to DM or his significant and lengthy service.</td>
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<td>2</td>
<td><strong>Apologies</strong> - LB sent apologies.</td>
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<td>3</td>
<td><strong>Declaration of Pecuniary interest</strong> - AB's spouse will continue to lease the hall when safe to do so. Completed forms will be sent to clerk for filing.</td>
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<td>4</td>
<td><strong>Minutes of Previous Meeting</strong> - FGB minutes of 13 July were approved.</td>
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| 5    | **Action Points and Matters Arising** –
|      | All actions were complete except the following:\n|      | 3. **KC to review the H&S policy to see if there is anything we need to update that is not covered in the WSRA** – KP and SD can do this together.\n|      | 5: **TB to invite IR to present the updated SEND report to governors in the Autumn term** – A written report was sent to governors instead.\n|      | TB gave a SEND summary to governors: SEND numbers are down on the register from previous years. There are still 10 children with EHC Plans. Edukey tool effectively maps interventions, impact, expenditure and outcomes. There will be a class snapshot of the more anxious children available for supply staff to help them manage classes. There are many high needs children in Reception – expect a detailed report soon. EMAS, a speech and language therapist and counsellors are coming into school as well as increased Ed Psych visits. The INCo, Head, learning mentors and INAs supported vulnerable children during lock down. SLT, INAs, Learning Mentors will keep in touch with any children off school isolating. |
|      | **Q:** Are children reverting back to old behaviours now they have had a few weeks to settle in?\n|      | **A:** Reception – it takes three weeks before old issues creep back in. Y3 – challenges with fixed seating but going well overall. Y5 – one particular child with extreme behaviour. We are using learning mentors who are doing great work with the children and families within the bubble structure. Our established counsellor is working with two children and a trainee counsellor will start to see 2 other children, at a cost of only £30 pw to the school. |
## School Development Plan (SDP) and SEF 2020-21

Emphasis on 3 spotlights:
1. Time to rebuild – PSHE online safety, re: connecting, learning support and learning behaviour.
2. Developing the curriculum – middle leaders/subject leaders.
3. Reading – Laura Alderson and Maurice Leahy are focusing on reading, tightening up school systems and communication with parents.

Time to rebuild is the focus for the classroom, support staff and SLT and threads through the SDP. There are 3 INSET’s planned on Subject Leadership, plus staff meetings throughout the year. There are also staff meetings planned to look at our remote and blended learning offer for individual children or whole bubbles self-isolating for two weeks.

There has been no summative data since the end of the Spring term due to lockdown. After half term we will get the first set of data based on summative assessments. Gaps are already being identified in classes and catch up interventions for reading and maths will start in October. Governors congratulated TB for the SDP.

## Headteacher’s Report

### 7.1 Educational Performance

There is a parental campaign ‘More than a Score’ in protest of tests and a survey issued by PTA for parents. We think tests are unnecessary for children’s well-being in these current times but unfortunately, they are statutory.

The government has allocated schools £650 million catch-up funding, this works out at £80 per pupil, £17,000 for Carlton Hill and £350,000 for the LA for the National Tutoring Programme (NTP)—a reduced rate tutoring service. The school catch-up funding is to be used at the school’s discretion and will be issued in three separate tranches across the year though we may spend it before we actually get it so we can start interventions straight after the October half term and run two blocks of 15 weeks across the year. The NTP is difficult to navigate and does not seem to offer the flexible programme that we need. The school has limited physical space in school for additional tutors as we cannot burst bubbles. The Y6 classroom has therefore been reserved for tutoring every afternoon (as there are no music lessons currently.) We would prefer to invest in our quality teachers rather than NTP tutors. EG will work two afternoons to teach maths to Yrs 4,5 & 6. Lucy Roberts to teach maths to Year 2&3 and Laura Alderson to teach reading to Years 3&4.

Approximately £4,000 will be left over which will go towards the costs of the additional specialist teachers in house. It will cost more doing it this way but the quality of teaching and learning will be guaranteed. The funding can also be used for resources. We will need to evidence how we spend the funding and the outcomes. Teachers will carefully choose the disadvantaged children in their class who have the gaps. They will be taught in small groups of 3-4. The tutors will do pre and post assessments to measure impact. The interventions will be rotated so that they don’t miss the same lessons each week in class.

**Attendance** - 96% in week 1, 89% in weeks 2 and 3. There have been 15 negative Covid tests back and these are logged in a spreadsheet by the office. This gives a snapshot of what has been going on and how much time has been taken off school as a result of pupils having Covid related absences.
The situation around Covid is complicated for families to understand, staff do a triage at the front desk every morning to provide reassurance. So far this term 2 children have left to be home schooled. 2 are shielding - 1 with an EHCP and one has a mum who is pregnant. 2 children are in a temporary refuge out of town. 1 family has re-joined the school having been off and some are self-isolating due to Covid scares. As a result of this complex picture 63 pupils currently have below 90% attendance. All staff are now back at school.

7.2 Pupil Well Being
Teachers are doing a great job with the recovery curriculum and we have had positive feedback from parents. Children are settling in well, are very happy to be back and the atmosphere is vibrant and positive.

Whole school assemblies are taking place for years 2 to 6 with two classes at a time spread out in the hall - one about news and one about social, moral, spiritual and cultural (SMSC); it is a wonderful way for the SLT to keep connected to all the children. SLT also do duties in the field with Reception and Y1 as it is so important to keep connected with all year groups.

SLT are out in the playground at the start and end of the day to support the staggered start and finish times. Families exit the playground by 3.25pm and this is being respected.

7.3 Staff Well Being and training
Staff wellbeing is paramount, we are learning from other schools, sharing experiences and remaining mindful how vigilant we need to be around keeping staff safe.

Performance management – we are using pragmatism and professional judgement at this time. Pupil Progress targets might not be appropriate this year – we will choose 3 pupils and focus on their well-being and attendance, as well as their attainment and progress.

Reception class cohort is challenging. There are 2 diabetic pupils with no additional funding. We are training up a team around them but with 5 members of staff we are only just coping. 2 children with EHCP’s are not in school (one is shielding his family and the other is in temporary foster care), so their INAs are being used to support the diabetic children however they will be needed if and when the other children return to school. The situation has reached critical mass and the INCo has written to the Head of Special Educational Needs in Brighton and Hove to highlight that we are at capacity and that we need more funding to make the situation sustainable.

7.4 School Routine
Ofsted are doing non-judgement one day visits of 1200 schools between now and Christmas nationally, during which they will talk with SLT to see how schools are running in the light of Covid – there will be no grading, lesson observations or book looks so their visit shouldn’t impact teaching staff and no governor input will be required.

Governors thanks KP for masterminding a very complex lunchtime staffing timetable.

Parents evenings will probably take place virtually – options are currently being looked in to.
ML has made a promotional video that captures all aspects of the school to show prospective Reception parents instead of the usual tours.

Breakfast Club has started – split in to three bubbles with one staff member for each bubble. With safety in mind, we encouraged families only to use the provision if necessary, but now numbers are too low. We will put an item in the newsletter to try and strike the right balance.

Recently updated guidance, Outbreak Plan and Risk assessment is on the website in the Covid section.

There is significant pressure on the budget as a result of Covid. We have already spent 1k on supply for two teachers who had to self-isolate because their children had Covid symptoms.

PTA are working hard to diversify and go online.

7.5 Planning for possible future closures
Remote learning offer – DfE and the LA send us lots of information and we are considering Google Classroom or Teams, as well as further developing the existing website. Chris Patterson and Maurice Leahy are doing research and TB is asking colleagues – most schools seem to be using Google Classroom in some way, which will require all families to be online. We are doing a parent survey to see who is/is not online. The Remote Learning offer will be tweaked as and when we decide on a way forward. We do need to streamline the offer so it doesn’t all go through ML as it adds hugely to his workload. Every day children are off school and the challenge is to run home learning side by side with the learning in school.

8 8.1 Keeping Children Safe in Education – Governors confirmed they have read Part 1 and their signed confirmation forms will be emailed to the clerk.
8.2 Changes in new KCSIE document – TB explained the updates and governors confirmed they had read these. Governors will email confirmation to the clerk.

9 Finance Update
Small overspend at year end with significant risks around supply costs if staff have to self-isolate as the school can’t claim on insurance for first 10 days of absence.

KC agreed to chair the finance and premises meetings with SH shadowing him.

Numbers on roll - There are low pupil numbers across the city with 8 schools having to reduce their NOR. Carlton Hill currently has 211 on role which is extremely positive compared to neighbouring schools. Head is hoping NOR will increase to 212 for census day (01.10.20).

10 Policies for Approval
The following policies were approved:
10.1 Relationships, Behaviour and Anti-Bullying Policy and Handbook
10.2 Online Safety Policy
10.3 Updated Model Child Protection & Safeguarding Policy & Procedures September 2020
10.4 Remote Learning Policy
Governors thanked IR, ML and LC for their excellent work on the above. To note: The finalisation of the NQT Policy has been postponed

**Action 1:** CMcN to email and thank staff responsible for writing the policies.


11.1 Committee membership and Roles and Responsibilities
CMcN thanked governors for completing the form expressing their areas of interest. The following appointments were made:

- SH - ICT Computing & Website governor
- JS - Community governor
- KC - Business and Partnership Working governor

11.2 GLG minutes – CMcN – see GLG minutes.

11.3 Governor Vacancies
1. Parent governor vacancy - clerk will trigger parent recruitment process once DM has received a formal thank you from the GB.
2. Co-opted governor vacancy – A non-parent would be preferable but if not possible and if there is more than one applicant for the parent vacancy, a parent could be co-opted.

The GB need to be at full capacity. The chair asked if anyone knew of anyone with time and capacity, qualities over experience required and must have a commitment to children having the best opportunities.

**Action 2:** Clerk to send vacancy description to AB
**Action 3:** AB to get in touch with potential new governor and send them the vacancy description.

Chair asked TB/any member of SLT to ask for support from the GB if needed.

11.4 Acceptable Use of ICT Agreement - Governors confirmed they have read this and will sign pg. 4 electronically and email back to clerk.

### 12. AOB – Anti social behaviour at Tarner Park is a big issue. SD is meeting with youth workers, community police, Tarner Community Group and the council to discuss the situation. Flood lights CCTV and fencing are all possible options. CCTV at the school has reduced intruder activity but Tarner Park is still a hotspot and needs to be made safe.

**Q:** Is there anything we can do to support SD?
**A:** SD feels supported by the school and knows the issues are being addressed.

**Action 4:** TB to tell SD to mention floodlights at the Tarner meeting.
**Action 5:** TB to report back on the meeting to governors.
Dates of next FGB meetings

- FGB 2 Tuesday 02 Feb 2021 - 4pm
- FGB 3 Tuesday 11 May 2021 - 4pm
- FGB 4 Tuesday 13 July 2021 - 4pm

Approved as an accurate record by Christine McNeill - Chair of Governors
Date: 02.02.21