

**DERRY HILL CHURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL MINUTES
FULL GOVERNING BODY MEETING & ANNUAL GENERAL MEETING HELD ON
WEDNESDAY 14th JULY 2021 AT 7PM**

PRESENT: Carol Foley, Richard French, Hayley Roberts, Richard Carter, Linda Carter, Jeremy Gummow, Tracey Davies, Emma Williams, Laura Holloway, Georgina Foxwell-Trewartha.

1	<p>Welcome and Opening Prayer</p> <p>The meeting was formally opened by the Chair, CF. LC led governors in prayer.</p>								
2	<p>Apologies for Absence</p> <p>Apologies had been received and accepted from Paula Wheatcroft and Richard Davies. Apologies had also been received from the Clerk (DH)</p>								
3	<p>Register of Business & Pecuniary Interests</p> <p>No changes declared.</p>								
4	<p>Minutes of the Previous Meetings</p> <p>The minutes of the meeting held on the 5th May 2021 had been circulated prior to the meeting.</p> <p>The ‘confidential’ record of the meeting held on 18th March 2021 had also been circulated.</p> <p>Both sets of the records of the meetings were agreed by those present.</p>								
5	<p>Matters Arising & Actions (from previous minutes)</p> <p>Matters Arising – None.</p> <p>Review of Actions</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Action</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td>HR to arrange a Safeguarding Review Group to meet.</td> <td>Complete. Notes from the meeting had been made available.</td> </tr> <tr> <td>JG to write up and make available to Governors the Science visit undertaken.</td> <td>Complete.</td> </tr> <tr> <td>EW to circulate report on Data.</td> <td>Complete.</td> </tr> </tbody> </table>	Action	Status	HR to arrange a Safeguarding Review Group to meet.	Complete. Notes from the meeting had been made available.	JG to write up and make available to Governors the Science visit undertaken.	Complete.	EW to circulate report on Data.	Complete.
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6	<p>Head Teachers Verbal Update & Risk Assessment</p>								

HR advised those present of the following:

Staffing Structure from September 2021

Except for a member of staff returning from maternity leave the staffing structure will remain unchanged.

Admissions

There will be 29 children joining in reception. It is expected that a full cohort (30) will be reached either by the start of the academic year or as the year progresses.

There are 5 children moving to alternative schools (4 are to St Mary's in Calne and 1 has moved house and joined a new school) and there have been 5 new children join the school this term. 1 LAC with another child due to start in September. Funding for the child is being discussed currently.

Action EW: Attendance and punctuality report (as sent to SIA) to be circulated to governors

Fixed Term Exclusions

There have been no exclusions.

Staffing

Sue Light leaving the school in the summer after 28 years' service. Cerys Jeffery also leaving after working 1:1 for named pupil for the last 7 years. Miss Cotton (maternity cover) and Kate South (catch up funding) also leaving. Hayley Roberts will be taking up LA secondment and therefore Emma Williams will be acting Headteacher from September 2021. Josh West (JW) and Aly Miller (AM) have been appointed as Acting Assistant Heads from September 2021. JW will lead KS2 and curriculum with AM taking on KS1, SENCo and Disadvantaged Learners. A member of staff has returned from maternity and will be in Year 2 from September. A TA has been appointed to replace Mrs Light.

SIA

There have been 2 face to face SIA visits this term. A focus for one was on the triangulation of quality first teaching. All visits have been assessed as Secure+. A new SIA will be allocated from September as the current SIA is retiring.

Remote Learning

The school hasn't needed to close a bubble although there has been a need for children to isolate however all remote learning was accessible via the website for those that needed it.

Catchup Funding

A detailed report of how this had been spent, had been sent to CF/LH for review. Initial data collected showed that the catch-up funding received has had a positive impact to data.

Performance Management of Teachers

Although HR will be leaving the school at the end of term it has been agreed that she will carry out the end of year PM reviews for any teachers who have had PM targets set. HR and EW have both submitted their NPQH projects and are awaiting the results.

Covid Risk Assessment

An LA H&S update briefing took place on 23rd June 2021 and a new LA template was expected for use from September. Most of the national restrictions are being lifted for schools from Monday 19th July. A letter will go out to parents outlining the new procedures. It is expected that from September the school will return to 'pre-Covid' normality as much as possible.

SDP

A review of the SDP Priorities is taking place with the [new] SLT this will then be shared so that governors can contribute/evaluate.

Data

- EYFS – Maths is very strong. R&W is good considering the schooling the children have missed. The school has enrolled onto a 'NELI' programme to develop early vocabulary skills.
- Phonics - 77% of the Year 1 cohort reached the expected standard in phonics. 80% of those in Year 2 who retook the test passed. The school is investigating a new SSP programme to further support the teaching of phonics in line with update guidance on the teaching and learning of phonics and reading. The morning break time for Year 3 will have same break as Year 1 and 2 so that phonics can be focused as necessary for the 6 children who did not pass.
- End of KS1 - R&W is looking good at 80%. The school has applied to be part of a maths mastery number programme focusing on number skills in Year R, 1 & 2.
- End of KS2 – This is looking positive. In R,W&M 78% are achieving ARE or above. Areas that need focus have been identified and plans are in place to support these in the new school year.

Question: Was there a multiplication test this year ? This is usually taken in year 4 however it was cancelled due to COVID.

Question: Can you explain the difference between progress and attainment and how these decisions are made ? Progress is obtained from the Insight Programme that has all the NC objectives built in for RWM that the teachers are measuring. As the children achieve the objective, the teachers mark them off against 3 criteria this allows the teacher to determine what level the child is working at. EW, as Head, can look at a strategic cohort level.

Question: Are there any strategies to re-engage parents in supporting the children's learning? The school currently use spelling shed and times table rock stars, JW and AM as Maths and English leads will decide how these will be implemented this year. There are lots of things we will start to pick up again from September. It is hoped that parents

	<p>will be able to visit the classrooms and see the children’s learning and this will help reinforce the connection between home and school learning.</p> <p>Question: Have changes been made to the curriculum ie a recovery curriculum? Maths that was taught during the lockdown will be revisited to ensure that any gaps are filled. The long term plan is mostly the same.</p> <p>Question: What is the reason for where less than expected progress has been made? In Year 4 there was a change of teachers and a significant amount required ELSA support on return to school. The cohort is complex in respect of the different needs that children require. Year 3 have had changes in staff and the step up from Year 2 to Year 3 is a significant move (from KS1 to KS2) even without lockdowns</p>
7	<p>Finance</p> <p>The Budget had been circulated and is recommended by the Finance governors for approval. RF proposed, seconded by JG, all in agreement.</p> <p>Question: Is the £6k current overspend a concern? This is not a concern and all other areas remain on track.</p> <p>Question: What is considered to be a reason for lower uptake of school meals? There are a few factors that may be impacting this i.e. eating in class and a limited menu. The catering company have also had staffing issues, but it is hoped that when children return in September the uptake will increase.</p> <p>Question: What is the Friends funding being used on? Various items, including books and £500 towards cost of coaches to see a Pantomime. £100 has also been given to each class for resources.</p> <p>There have been two grant bids submitted for Forest Schools. The school was successful in one application and has been awarded £500 towards outdoor learning.</p> <p>The school has received £22K for works identified by Dolmans survey on behalf of the Diocese. Due to the lateness in the outcome, work is not able to take place over the summer holidays but it is hoped that the work will be completed in October half term.</p>
8	<p>Health/Safety & Premises</p> <p>4 classrooms are being decorated in the school holidays. The Diocese has been approached for Capital funding to be made available. A deep clean will take place during the holidays as well as the annual testing of equipment and fire risk assessment will also be carried out.</p> <p>Question: Is there anything extra that we are being asked to do regarding ventilation ?</p> <p>No, apart from keeping windows open as much as we can, this may be updated when</p>

	<p>the new RA is circulated to schools.</p> <p>Governors thanked Tracey Davies for her efforts as they acknowledged it was an extremely busy time of year for the school business manager.</p>
9	<p>Safeguarding</p> <p>HR/EW/CF had met to complete 'Everyones Invited' safeguarding review (minutes circulated to govnerors). Safeguarding training will take place on 1st September 2021 at 9.15. Governors are invited to attend. Carrie Cannon has completed the DDSL training.</p>
10	<p>Governor Monitoring and Training</p> <p>The following reports had been made available:</p> <ul style="list-style-type: none"> ○ Strategic Reports x 3 ○ British Values and SMSC ○ Science – the following elements were noted from the monitoring report: <ul style="list-style-type: none"> - Access to Science Planning within the Staff Teams One Note area - Monitoring Science from foundation grid to insight – EW advised that this will be looked at when Mrs Dixie returns. Ofsted will be looking at how children are performing based on the planning of the Science curriculum.
11	<p>Church School Distinctiveness</p> <p>A meeting will be arranged for September that will look at SIAMS and an action plan going forward. LC will continue with AOW in school on a Wednesday morning.</p>
12	<p>Policies</p> <p>Pay Policy 20-21 – It was to be formally noted that the inclusion of the Assistant Headteachers pay scale had been included. The updated policy had been circulated on the 5th July and agreed (ex- committee) by Governors on the 9th July 2021. RC proposed, LH seconded, all in agreement.</p>
13	<p>AOB</p> <p>Residential Trip 2021/22 - The school is planning a residential to trip in May 2022. Approval to proceed was given.</p>
AGM	
14	<p>Election of Chair</p> <p>CF left the meeting.</p> <p>CF – proposed JG, seconded GF-T. All in agreement. CF was elected Chair of Governors for 1 year.</p> <p>CF re-joined the meeting.</p>

15	<p>Election of Vice Chair</p> <p>RC left the meeting. RC was proposed by RF, seconded CF. All in agreement. RC was elected Vice Chair of Governors for 1 year. RC re-joined the meeting.</p> <p>Thanks, were given by all present to RF for his time as Vice Chair and to RC for coming forward.</p>
16	<p>Terms of Reference (ToR)/Scheme of Delegation (SoD) (inc format/times of meetings for 21/22)</p> <p>CF, having undertaken a review of the updates and changes issued by the LA, CF shared an updated document to Governors. Governors can return to in school visits for monitoring purposes. Meeting dates for the next academic year were agreed. Meetings will continue virtually but the GB will review the format/time at each meeting. The timing for virtual meetings will move to 6.30pm.</p> <p>A new staff governor needed to be appointed. Action: Clerk</p> <p>The ToR/SoD was proposed by LH, seconded by RC. All in agreement.</p>
17	<p>Monitoring Policy</p> <p>The monitoring policy for 21/22 had been circulated. CF advised that there were no changes.</p> <p>The policy was approved, proposed GF-T, seconded LC.</p> <p>Governors wished HR good luck for her secondment role with the LA and Emma Williams for her new role as Acting Head Teacher of the school.</p> <p>CF thanked governors for their hard work and commitment over the last year. Thanks were given to CF for her work as Chair of the governing body.</p> <p>LC closed the meeting with a prayer.</p>
18	<p>Date of Future Meeting: Wednesday 6th October 2021 6.30pm (Virtual)</p>