

THE GOVERNING BODY OF MELTHAM CE (VC) PRIMARY SCHOOL

Minutes of the meeting of the Governing Body held at 7:00 pm remotely via zoom on Thursday, 20 May 2021.

PRESENT

Mr C Aspey, Cllr K Buchanan, Reverend J Dracup, Mr P Gibbins (Head Teacher), Mrs M Hinkin, Mr M Nolan, Mr P Needham, Mr K Stephenson, Mrs H Travis and Mrs G Wainwright.

In Attendance

Ms L Lancaster (Minute Clerk)

73. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

ACTION: In preparation for the autumn term register of business interest Governors are asked to complete the online annual Declaration of Business Interests form for 2021/2022

Apologies were received from Cllr P White (Chair).

No notifications were received for the remaining absences of Mrs A Flocks, Mr A Bolland and Mrs G Turner.

74. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

No items were notified to be raised under any other business.

75. REPRESENTATION

Vacancies on the Governing Body were noted as follows:

- One Foundation Governor Seat
- One Parent Governor Seat

Mr A Bolland was to be appointed as Foundation Governor, but due to his absence a formal decision was deferred.

76. MINUTES OF THE MEETING HELD ON 18 MARCH 2021

RESOLVED: That the minutes of the meeting held on 18 March, 2021 to be approved and signed by the chair as a correct record subject to the following amendments:

Minute 61 (c): to read as follows:

ACTION: Mr A Bolland to complete the Diocese form. Cllr Paul White has completed what is required. Cllr Paul White will speak to Reverend John Dracup as/if required. The completed form will be posted back to the Diocese.

Minute 64 (b): to read as follows:

ACTION: There will be an OFSTED review in the near future.

Minute 65 (q): to read as follows:

Cliffe House has, unfortunately, been cancelled. The Robin Wood Trip will go ahead.

Minute 65 (s): to read as follows:

Parents have been communicated with regarding Sex Education. This section has not had to be changed as it aligned to the framework e.g. not requiring parental meetings. The School was not inundated with parents wanting engagement.

77. MATTERS ARISING

(a) Representation (Minute 61 (b) refers)

The Governor vacancy was put on hold and deferred to the new school year.

RESOLVED: That Governors reconfirm Cllr P White's term as Chair following after his reappointment.

(b) School Development Plan (Minute 65 (f) refers)

ACTION: Mr Phil Needham to distribute the slides (outstanding).

(c) CEPD (Minute 65 (h) refers)

Mr Phil Needham stated that pupil voice is very important. He wished to record formally that it was an excellent session and a great strength of the school.

78. REPORTS FROM COMMITTEES

(a) Resources Committee

The Minutes of the Resources Committee were circulated to the Governing Board Members. Highlights of the meeting were noted as follows:

Budget Position: The budget is looking positive. The Funding Strategy for the school is based upon 'numbers on seats' which is fortunate. The C/F contingencies are positive.

Staffing: The Deputy Head post had been progressed. The Assistant Head Teacher post will remain as 'acting' for this year. The Leadership team should have more leadership time; this would be discussed in the Head Teacher's Report. Mrs Shirley Harrison is retiring which will impact the Art Department and the School is trying to fill the vacancy.

IT update: The data input to the school requires improvement, which will be expensive. The high-end kit in the classroom will be weakened with sub-optimal data input. The school has one smart board left to replace.

Premises: Canopies will start to be installed through the 2021 summer holidays.

With regard to KS2 Playground and Section 106 funds, there is confidence in receiving these funds but the timeframe is unknown.

There has been a request to use the School Premises (hall and grounds) for sports projects, by an external provider. Building works occurring at Meltham Sports Complex has created a need for alternative accommodation to be found. The general consensus is that this will increase the School's workload, as extra supervision will be required. For example, it is unviable for only the outside space to be used as toilets and services will be required and therefore access to school premises.

Q: If it has taken 3 or 4 years to replace white boards, will the earlier ones require replacing?

A: No. Previous boards worked on a membrane with a projector which could go wrong. The new whiteboards are huge flat screen TVs with a touch sensitive layer, so little in comparison to go wrong. There is just one box which is mounted on movable mounts and these could wear out but they should last 8 to 10 years.

Some laptops also need replacing and the school has a rolling programme of laptops; all would require upgrading, again on a rolling basis. The Servers will be next and are likely to run out of capacity.

ACTION: Mr C Aspey will produce a proposal.

There was also concern regarding software changes. Companies are moving away from a 5-year Licence to Annual Subscription, creating a yearly bill. Purple Mash is an online subscription of approximately £1.5/3k pa. The School is using a final software version for the whiteboards which are now on subscription at a cost of £50 per board pa for the latest software.

(b) STEFFI Committee

A report on the committee meeting was given and noted as below:

The Remote learning survey has been shared with parents.

There has been a reminder of the whole School opening since 8 March 2021.

There has been no guidance from Kirklees regarding changes to restrictions for the remainder of this year.

Assessments: Progress is difficult to evaluate as the last assessment was in 2019; with past SATs papers forming assessment. Year 2 in Maths showed a decline. Reading was on target with 95% predicted. The national level has dropped to 75%. (See Head Teacher's Report).

The weaknesses in Maths are outside of Covid although there is recognition that White Rose Maths has not embedded because of Covid. There was limited time for catch up in Years 5/6 before the children left for high school. Hopefully, the Early Years Foundation Stage may limit the damage going forward. Year 1 pupils have

missed Reception and Foundation Stage has been disrupted. There is an Action Plan including recovery strategies developed by the Head Teacher.

There has been an issue with one parent criticising Twitter use; suggesting the School has been publishing children's information without permission. Upon review, the agreed policy is fit for purpose; a few changes have been/may be required and it has been agreed to look at the SATSWANA policy and benchmark Meltham School's policies against other schools.

There has also been a review of the statutory GDPR training and actions parents should take e.g. to review the processes.

The Safeguarding document is live and ongoing. The review of the other policies was deferred until the next meeting.

79. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher circulated his report prior to the meeting. Governors noted the following points:

Summary

Compared to other schools, Meltham CE (VC) Primary School is performing fairly well. There is one teacher isolating at home. The Year 3 class is being staffed by a supply teacher and the cover supervisor next week. The class teacher is delivering live English lessons from home and work is set for Maths and the remainder of the curriculum. It is a hybrid system which is working. Hopefully, the teacher will return week commencing 24 May 2021.

Residential visits

The visit to Robin Wood cannot proceed. The Welsh Government has different rules and restrictions to England. The School has sought, and found a different location, which is cheaper.

Q: Could the savings be retained and used for something else?

A: Yes, we could do that. Or help other parents, for example.

ACTION: Head Teacher to consider this proposal.

Q: Have the new plans been communicated?

A: Not yet as we are still sorting out the details.

Transition/Leavers

Transitional Plans are uncertain. Contact tracing and data sharing is complicated. There has been representation in school:

Honley High School is considering an offer.
Holmfirth cannot provide information.

Year 6 school Performance may go ahead, but without an audience.

There is a scheduled third visit from David Rushby in the 2021 Summer Term to produce something tangible to showcase to OFSTED.

Parental and Stakeholder Engagement

There has been no stakeholder development plan; targets are to be retained.

Number on Roll

The school roll stands at 416. There are two families looking for house moves, which could reduce the roll by 6 children by the end of the year.

Staffing Matters

Mrs G Turner was successfully appointed to the post of Deputy Head Teacher. This has created a classroom teacher vacancy. There were two internal applications for the post. One teacher withdrew and the Year 1 teacher, who specialises in phonics and early reading, was offered the post.

The NQT and one other teacher will return in September 2021 following maternity leave. The returning teacher has asked for part time of two days per week. The NQT, who completes the NQT in summer 2021, will remain until Christmas 2021, at 3 days per week.

Ms Shirley Harrison is retiring at year end; the interview for the position of HLTA will take place on 24 May 2021. This is a good opportunity for anyone not wanting a full set of teaching responsibilities. The plan is to have an art focus within the school.

Q: With regard to Ofsted deep dives, is art included? The School must consider the impact of placing this responsibility fully on one person.

A: The Head Teacher needs time to review the situation again if the right person is not in place.

Reception

There are two children with complex needs in the school who need a support person. As yet, there is no EHCP and one is being progressed. It is likely that both children will require an EHCP. The School will recruit one person for this role and hope to offer someone else part time work. There may be another appointment needed next year. There are six good applicants for this role.

There is a child in Year 2 presenting challenging behaviour. This child has an extremely complex history and life story, compounded by lockdown. Support is in place with numerous agencies. This child will be moved onto an EHCP also. The process is starting with a Support Plan.

The two new lunchtime staff have started this week.

Capacity for leadership

There is a plan for an extra day of leadership through next year:

0.5 day Assistant Head Teacher.

0.5 day SENDCo. The SENDCo role is very important given the expansion in children's needs.

Professional Development

Mrs Jackie Oldham is exploring opportunities for CPD training for office staff, following a parental concern. Administrative staff have not had training in dealing with difficult situations. This has been a challenging month regarding this concern, but delicate handling of the situation, and a plan of action, is resolving the situation.

Q: Was the concern about the way staff dealt with a parent, rather than a child?

A: Both.

Ms Rebecca Myers is starting the SENDCo qualification, which is good. Ms Kate Watts has undergone training to support children affected by bereavement.

Head Teacher induction programme continues, which has been very helpful and covered numerous modules.

Wellbeing

Parents were offered a Zoom meeting on Understanding Child Mental Health. Attendance was good. Ms Kate Watson communicates via Headlines/social Media. It was stated that Kate Watson is doing an excellent job.

ACTION: The Head Teacher requested that Mr P Needham and Mrs Kate Watson communicate with each other as Wellbeing Governors to look at what has been done.

1. Attendance

Attendance has as remained the same with only semi-class closures in Year 1. The presumption in the numbers is that it includes remote learning.

Lateness to Classes: Since the School opened fully there has been an improvement. There are staggered start times, which doesn't help. Families require, and are getting, gentle reminders.

Q: Will you stop having the staggered start?

A: Yes, probably after the last half term. It has been timetabled. It might be better to wait and see what is happening with the Covid situation.

There had been a sharp rise in Covid cases in Brockholes and Honley. As there are not many weeks left of this academic year, the Head Teacher was reluctant to change the start times, with this level of uncertainty.

Premises

Much of this is covered in the Minutes of the Resources Committee. The outdoor canopy to increase teaching space is being installed in summer. We are still looking into prices for adding shutters to the EYFS canopy – this will add valued outdoor provision in Reception that doesn't have to be cleared away each evening. Mrs Jackie Oldham has had problems getting quotes for the Foundation work. It is complicated, as three quotes are required; but these quotes for additional work must be from the original builders. The School is researching grant availability.

Q: If there are shutters but everything is not cleared away every evening, will that be secure enough?

A: They are metal shutters which padlock into the floor. Items cannot confidently be left out.

Kirklees are facilitating some improvement work to the flag stones at the front of school which are in moderate disrepair. The grounds maintenance contract has been renewed with Stephenson's Trees and Landscapes for the next 12 months.

The sensory room is complete and the children love it. The room has also been used for sensitive meetings with parents.

Section 106 Funds

The Head Teacher has to schedule a tricky conversation with the other local schools about allocating proportions of the money to each school. Consideration for use of these funds is ongoing but it is highly likely the funds could be used to make school improvements.

Budget Documents were shown to the Resources Committee, where they were discussed at the meeting on 6 May, and also emailed to all Governors. These included the SAP report and money manager report for year ending 2020/21, showing balances agreed, and a carry forward figure of £89,905. The draft budget for 2021/22 has been submitted, discussed on 6 May and emailed to all Governors. The budget looks healthy for 2021/22 and there is a contingency of £70,000. There were no concerns to raise

Teaching and Learning

There has been much assessment. However, it is challenging to understand the data and trends precisely because of school closures during Covid. The snapshot provides a score. It is important to understand the areas of deficit and improvement plans. The Head Teacher has evaluated multiple outputs, including test, teacher's assessment, child's daily outputs and the school overview.

SEMH

Children's resilience and independence has decreased with the lockdowns. There are more friendship problems caused by lockdown and working in bubbles. There has been an increase in anxiety. The improvement strategies include:

- Adapting to all children
- Forest school
- Empathy books
- Reading books in whole class teaching
- Changes to the timetable
- Holding focussed meetings
- Individual strategies for smaller numbers of children
- Meet and greets
- Lego Therapy Breakfast Clubs
- Emotional groups and family health
- Children on individual reward and behaviour plans

The LA is concerned about reading performance; but the Head Teacher is less concerned about reading at Meltham School. Vocabulary is possibly an issue. Engagement for some children is difficult e.g. out of habit. Confidence in answering questions has suffered and there is a phonics delay. Writing stamina is a problem as children have not been writing. Symptoms include tired hands and inability to concentrate.

Improvement targets include:

Whole school targeted groups, support, small group guided learning; zoom author visits. Use of quality books with opportunities for comprehension and vocabulary support.

Individual children identified as needing 1:1 reading (reading intervention KS1 and intervention KS2).

Maths is the main gap at the school; much is happening in class, with improvement strategies as follows:

- Number bonds; increase resilience
- Develop fraction understanding
- Practice Times Tables
- Develop fluency/aid strategy knowledge and retention
- Use written and picture strategies to solve problems

There are also Maths interventions at KS2: National tuition for Y5 and Y6 (impact unknown as yet) and 1:1 sessions.

Q: There used to be weekly Maths and writing homework, what is the situation now?

A: Some children are taking homework; and others less homework.

Q: Should we be improving this?

A: Parents should be e-mailing teachers.

Writing moderation is being rolled out with other schools. Kirklees has changed this moderation. Although there is data, the precise meaning is unclear. The results have been impacted by aspects other than the ability of the child, such as lost learning, learning not covered, parental capability, uptake of remote learning. It will not be clear until the end of the 2020/2021 academic year what and how to measure the data.

In October 2020, results were 62% national and above, which had risen by 10%. Every child => 95 has been reviewed. For children achieving 95 or 96 standardised scores, most will move on to national expected. It is looking like mid-80s. Writing cannot be assessed without good samples, which do not exist. Inspection of home learning books cannot assume that the writing is wholly independent. This requires direct observation. There is insufficient work volume to make a valid assessment.

Writing moderation was completed with Year 6 children week commencing 17 May and looks acceptable. The Head Teacher does not have to provide data to Kirklees until July 2021. The data will be submitted and Kirklees will perform the analysis.

Maths has a 95% target, based on KS1. Year 6 N+ = 37%. White Rose Maths has been delivered with confident delivery which was acceptable during observation. Parents had stopped watching the videos and completed sheets only. The last assessment raised performance to 47%. The School may achieve 75% for Year 6, which will be a decline. Performance will not be presented in league tables; but there is a need to assess the next steps. SATs will be completed and provided to high schools.

Q: Kirklees have stated that Reading across the borough is a problem. Are there any precise comparisons with other schools?

A: I am not aware of any; maybe at year end when results are in. In talking to colleagues in the Pyramid, writing is the issue. A lot of teachers have said classroom Maths is not a problem, but in tests children are struggling. Year 6 is the issue really as there is less time to improve the situation.

On average, the picture is not as bleak. There is a drop across the Years. Those children who are struggling have pulled the average down.

Q: Is it children struggling or parents as teachers?

A: A bit of both. Some parents have struggled. It is a complicated picture.

In Maths the Average Standardised Score in Year 6 really good. Top end children are doing well. 95 standardised score is only just below for a lot of children.

Year 3 children have a lot of time to improve. Year 6 children do not.

SEND Data

Overall numbers are small. There are no gender specific performance issues.

Year 6, 20% pupil premium; 18% SEN. There are a lot of children from a disadvantaged background. So this is a difficult picture.

ACTION: Ms Gill Turner's Catch-Up Statement, which is for inclusion on the school website was distributed prior to the meeting for perusal by the Governors.

The simple list shows expenditure from the Catch-up fund on Reading; laptops; tracking; online interventions.

Policies

The Data Protection Policy has been reviewed following the last Standards & Effectiveness Committee meeting and along with the SRE policy, which will be included on the website. Homework, RE, food, equality and medicines policies have been deferred to the next meeting.

SEND

There are 34 children on the SEND register, which will increase.

Health and Safety

There is advice to keep wearing face masks in corridors, common areas, staff rooms and playgrounds. Some parents are choosing not to wear face masks. There is a hard-core of 6 parents who refuse to wear masks. It is outdoors and they keep their distance most of the time.

Tables in school: There is a negative impact on SEMH and collaboration with forward facing desks. In conversation with other Head Teachers, other schools have reverted this policy to team tables, where good ventilation is possible. With forward facing tables, children turn around to talk to each other. On a practical risk assessment there is good argument that six children on a desk facing each other is safer. (KS1 sit on tables and there has been no increase in COVID). It improves teaching/safety and organisation.

Q: How does it work for bubbles?

A: The Head Teacher will still require seating plans to manage contact tracing within a class. There could potentially be fewer children affected. Children are starting to feel the strain of classroom constraints and bubbles.

The Head Teacher is responsible for contact tracing so bubbles must continue.

ACTION: if it is legal, and the environment doesn't change, the Head Teacher would like governor support to place children in table places?

RESOLVED: That the Governing Body formally agree to support the proposal to change the seating layout as set out above.

Safeguarding

Exclusions have risen.

Q: Have lunchtime supervisors had additional training?

A: No: Just standard induction. It is an easier job because there were 11 members of staff covering all pupils, whereas now there is a ratio of 30:1. The role is easier. It is a question for when staff return to normal.

Q: If there is an extra day's management time, how much time will this free up for you?

A: The Head Teacher wants an Inclusion Team to look after behaviour and pastoral issues, which will free up time.

Q: What extra time does that give you between now and September 2021?

A: 1 day of Mrs G Turner's time. Mrs G Turner has 3.5 days of non-teaching. In the short term, 1 day in Year 3 has been removed, so 1 extra day.

Q: Will you have time for strategic planning next year?

A: It is hoped that should be viable. The Head Teacher has found it difficult to delegate work he had before being appointed as Head Teacher. By creating this team, it will enable that change to take place.

Q: Does the Head Teacher feel comfortable?

A: Yes.

Q: Will the Head Teacher inform the Governing Body in September/October 2021 if this doesn't work out and he is still struggling? Governors will all provide whatever support necessary

A: What the Head Teacher has not done is used the cover supervisor to release staff to do extra work, as these have been used for bubbles. There are always two members of staff out. Covid has changed school management which is difficult.

Q: We need to start looking at September now and what may occur? Are there any planning indications?

A: No.

Q: Can we prepare staff?

A: The Head Teacher thinks that as the year goes on it is becoming clear that two plans are required. It will be different, as most staff will be double vaccinated which should make a difference. Staff will be able to move around.

A Governor commented that rules in hospitals have not changed even though staff are double vaccinated.

Q: Are any staff refusing vaccinations?

A: The Head Teacher did not know the answer to this.

80. HEAD TEACHER WELLBEING

The Head Teacher is now well following an illness. The Head Teacher thanked the Governing Body for all their supportive messages.

81. GDPR

The SATSWANA report has a change of data ownership. The Head Teacher has been reviewing the data policy. A small adjustment will be required.

82. GOVERNOR TRAINING AND GOVERNOR VISITS

Cllr Kate Buchanan visited the School (also as Mayor of Meltham) at the end April 2021 and stated that the school was impressive although there was a different tension. It had been a lovely morning visit.

ACTION: Mrs K Buchanan to produce a short report of the visit for distribution to the Governing Body.

83. ANY OTHER BUSINESS

There was no other business to discuss.

84. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

Governors were asked to consider setting meeting dates for the new academic year, in conjunction with the availability of your clerk and to agree any possible agenda items required for these meetings.

It was suggested that the next meeting is face to face. It will require lateral flow test before the meeting. The Head Teacher said there must be consensus; and all must be comfortable.

ACTION: Any Governor or attendee uncomfortable with a face to face meeting to e-mail the Head Teacher.

Resources Committee Meeting:	24 June 2021 at 6.00pm.
STEFFI Committee Meeting:	24 June 2021 at 7.00pm
Full Governing Body Meeting:	8 July 2021 at 7.00pm.

85. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY.

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy made available at the school in accordance with the Freedom of Information Act.