

AGENDA:

BOARD: Full Governing Board

SCHOOL: Raysfield Primary School

DATE: Thursday 8 December 2022

TIME: 17:30 hrs to 19:18 hours

VENUE: Virtual

ATTENDED:

Sharon Dewfall (SD).	Co-Opted Governor. Chair.
Claire Hill (HT).	Ex-Officio. Headteacher.
Kate Ball (KB).	Co-Opted Governor. Health & Safety Link.
David Champion (DC).	Parent Governor.
Helen Green (HG.)	Parent Governor.
Claire Hayward (CH).	Staff Governor. Safeguarding Link.
Holly Magson (HM)	(Vice Chair) Co-Opted.
Sarah Thomas (ST).	Co-opted Governor. Deputy Headteacher.
Teresa Turner (SBM).	Associate Member.
Colin Gould.	Observer.
Charlotte Gully.	Observer.

ATTENDING: Jane Boyce (JB). Judicium Clerk.

APOLOGIES: Pauline Dixon (PD) LA Governor.

ABSENT: None.

QUORUM: 5 Governors

MEETING FOLDER:

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1.	Welcome and Introductions: The Chair welcomed those present.
2.	Procedural items:

2.1.	Apologies for absence Accepted as recorded.																																																							
2.2.	Confirmation of Quorum The meeting was confirmed as quorate.																																																							
2.3.	Declarations of interest for this Meeting: No pecuniary or personal interests were advised for any agenda item for this meeting.																																																							
2.4.	Confidentiality Statement: Governors were reminded that all matters discussed during the meeting were confidential until the Minutes had been approved. Any items recorded in the Confidential Part II Minutes would remain confidential after the Part II Minutes had been approved. .																																																							
3.	Election of Co-Opted Governors Update																																																							
3.1.	Colin Gould was introduced to the Governors as a potential new Governors.																																																							
3.2.	Charlotte Gully was introduced to the Governors as a potential new Governors.																																																							
4.	Any Other Business: There was one item of AOB that was added to item 15, ratification of the Headteachers pay award for 2022.																																																							
5.	Minutes: The Minutes of the last Full Governing Board held on 20.10.22 were approved																																																							
6.	Matters Arising from the Minutes: Update on actions agreed at the Full Governing Board held on 20.10.22 Actions arising from the Minutes of the Full Governing Board held on Thursday 20 October 2022 <table><tr><th>Item</th><th>Action</th><th>Actionee</th><th>Status</th></tr><tr><td>2.3.1</td><td>Update declarations with effect from 01.11.22 regarding CFO post at Endeavour Trust.</td><td>Chair</td><td>Complete</td></tr><tr><td>5.1</td><td>Upload approved minutes to GH</td><td>Clerk</td><td>Complete</td></tr><tr><td>5.2</td><td>Electronically sign approved minutes dated 08.09.22 (in folder 20.10.22)</td><td>Chair</td><td>Complete</td></tr><tr><td>8.1.1</td><td>Download a monitoring record template, populate with relevant monitoring information, re-name and re-upload.</td><td>Governors</td><td>Complete</td></tr><tr><td>8.1.7</td><td>Instruct that additional play equipment be purchased.</td><td>HT</td><td>Complete</td></tr><tr><td>8.1.10</td><td>Follow up on online safety issues arising from Monitoring Day and arrange for IT to advice to be rolled out.</td><td>HG/CH</td><td>Complete</td></tr><tr><td>8.1.11</td><td>Ensure that Lunch time play leaders can independently report safeguarding incidents.</td><td>HT</td><td>Complete</td></tr><tr><td>8.1.12</td><td>H & S link to upload a monitoring report to Governor Hub.</td><td>KB</td><td>Complete</td></tr><tr><td>14.2</td><td>Pay policy on next agenda.</td><td>Clerk</td><td>On agenda</td></tr><tr><td>15.4</td><td>Acronym list to be uploaded to Governor Hub here</td><td>Clerk</td><td>Complete</td></tr></table> Outstanding items: <table><tr><th>Item</th><th>Responsible</th><th>Status</th></tr><tr><td>17.3.1 (08.09.22 Minutes) Governors to contact SBM with any login problems associated with National College.</td><td>Governors</td><td>Complete</td></tr><tr><td>18.2.1 (08.09.22 Minutes)</td><td>SBM</td><td>Complete</td></tr></table>			Item	Action	Actionee	Status	2.3.1	Update declarations with effect from 01.11.22 regarding CFO post at Endeavour Trust.	Chair	Complete	5.1	Upload approved minutes to GH	Clerk	Complete	5.2	Electronically sign approved minutes dated 08.09.22 (in folder 20.10.22)	Chair	Complete	8.1.1	Download a monitoring record template , populate with relevant monitoring information, re-name and re-upload.	Governors	Complete	8.1.7	Instruct that additional play equipment be purchased.	HT	Complete	8.1.10	Follow up on online safety issues arising from Monitoring Day and arrange for IT to advice to be rolled out.	HG/CH	Complete	8.1.11	Ensure that Lunch time play leaders can independently report safeguarding incidents.	HT	Complete	8.1.12	H & S link to upload a monitoring report to Governor Hub.	KB	Complete	14.2	Pay policy on next agenda.	Clerk	On agenda	15.4	Acronym list to be uploaded to Governor Hub here	Clerk	Complete	Item	Responsible	Status	17.3.1 (08.09.22 Minutes) Governors to contact SBM with any login problems associated with National College.	Governors	Complete	18.2.1 (08.09.22 Minutes)	SBM	Complete
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	Amendments version(with KBs amendments) Purchasing Policy document to be uploaded to document folder for 08.09 22		
Minutes would be signed digitally by the Chair on Governor Hub (GH).			
Action: Chair			
7.	Correspondence: It was noted that there was no correspondence of any substance received.		
8.	<u>Headteacher's Report</u> The HT's report had previously been uploaded to the GH. The HT highlighted the following items from their report.		
8.1.	Term 2 started with the sad news that one of our reception pupils had died. This has impacted the team and more slowly the wider community as they have begun to hear of the news. The death was unexpected and not connected to Streptococcus A or scarlet fever. With the parents' permission a letter had been written to the Reception parents, met with them and explained how we would support the family, staff and them during this difficult time		
8.1.1.	Joiners Despite it being a challenging time there had been some exciting learning opportunities with staff being more confident with the curriculum skills now they have been more clearly defined. Children joining the school included two Ukrainian children, one in reception and another in year 4. There were two more children joining at the start of term three. This meant that there would be an average of about 28 per class.		
8.1.2.	Inclusion Karen Tyson, the new Inclusion Lead was working hard on moving the Special Educational Need (SEN) K forward and since writing the report three of the children with Educational Health Care Plans (EHCP) plans in place have been approved by the panel. There was another child High-Risk Group (HRG) 3 that has had their funding approved. Addendum: There were 3 different codes that were used in Pupil Assessment Tracker reporting, these were as follows: N – No special educational need. E - EHCP K –SEN support. An EHCP was for children and young people aged up to 25 who needed more support than was available through special educational needs support.		
8.1.3.	Key Events since Last Report The confidential Item from 20.10.22 meeting regarding a member of staff had been resolved. Katie McVean, RWI consultant had visited the school to work with our Reading Lead, Sophie Calver on 11th November. This quality assured good practise of early reading. Addendum: Read Write Inc (RWI) was a phonics complete literacy programme which helped all children learn to read fluently and at speed so they can focus on developing their skills in comprehension, vocabulary and spelling. The programme was designed for children aged 4-7.		
8.1.4.	Quality of Teaching and Learning A detailed verbal report was given on the following Maths Learning Walk KS2 28.11.2022 Maths learning Walk KS1 05.12.2022 Writing lesson observations (01.12 / 05.12 / 08.12) Guided Reading in KS2 learning walk 02.12.2022 The resulting picture was positive with no inadequate practice seen, good practice seen within the writing lesson, much of the 'Talk for Writing Strategies' training from earlier in the year was being seen in action in the classrooms. Resulting from this training lessons were more engaging, pupils were enjoying the book and lessons were purposeful, teachers were focussed on the teaching of the skills and targets were in place. Mastering Number Programme was going well. Lauren had returned from maternity leave and maths was moving forward from the staff CPD sessions she was heading -up. Spreadsheet to be uploaded to GH when it had been anonymised so that governors would be able to view all the tasks that had been completed and their RAG (Red, Amber, Green). rated.		

	Addendum: pupil use RAG marking to identify strengths and areas for development in the provided work. Pupils then describe why the RAG marking has been applied, making appropriate improvement suggestions. The teacher questions pupils to help refresh relevant knowledge and understanding
8.1.4.1. Next Steps	<p>Further development was required around Key Stage 2 (KS2) reading. Accelerated Reader (AR) Programme was being purchased. Guided reading across KS2 required more consistency, but a strategy on this was currently being worked on.</p> <p>Addendum: AR gave children and teachers feedback based on the quiz results, which the teacher then uses to help set individual goals and direct on-going reading practice. Children using AR choose their own books to read, rather than having one assigned to them. The school was considering buying a package called 'Cracking Comprehension'.</p> <p>Addendum: Cracking Comprehension allowed pupils to work as a class to read & answer questions with fun interactive whiteboard software.</p>
8.1.4.2. Behaviour	We have had a Play Therapist (secured from Cluster fund) provide some training for some of the Teaching Assistants (TAs) and some of the Leadership and Basic Skills (LBS) team. A play audit was carried out and this had challenged some of the staff's thinking around the importance of play and how this was an essential developmental stage within a child's learning.
8.1.4.3. Staff Attendance	There had been some seasonal illness and also there been some staff absence due to operations. It was tricky to employ supply staff and teachers. Staffing levels were a key element, especially with the intensity of the intervention timetable.
8.1.4.4. School Self-Evaluation Form (SEF) and School Development Plan (SDP)	When the senior leaders had completed their Autumn Raising Attainment and Progress (RAP) these would become the SEF. In the final Senior Leadership Team (SLT) actions on the RAP would be reviewed and the SDP would be amended. These updated SEF and SDP would be posted on the GH in two folders.
8.1.5. Governor Questions	
8.1.5.1. Q Chair: The Ukrainian pupils, had we applied for the funding? A HT: Yes, they had been added to the roll. Q Chair: So we had applied for the LA additional funding? A HT: SBM was chasing this up. Q Chair: Some of this Ukrainian fund money had been 'hived off' to fund a post holder to support the educational needs of Ukrainian children. Did the HT know about this? A HT: Yes, the post holder was booked to come into the school next week.	
8.1.5.2. Q CHAIR: Was there already support in place for the children that had received their EHCP funding, in that those new EHCP children had been receiving the necessary additional support prior to this being approved? Was this to pay for the provision we already had in place? A HT: The EHCP money was additional funds as the EHCP provision was already in place and being paid for. The HRG money (High-Risk Group of permanent exclusion) would be needed to pay for more support. HRG was for children on the SEN register that didn't currently have an EHCP. An explanation for an EHCP had now been made for this HRG child. Chair: The school had to put provision in place and prove that provision was in place before EHCP funding could be obtained. HT: The school had to prove that it had spent £6K notional. The HRG had been agreed outside of a panel sitting, due to the pressure exerted by the HT. Chair: Good news that no teachers were on an improvement plan. HT: The school was seeing the benefits of the additional work being carried out by Sarah and Lauren in terms of staff projects.	
8.1.5.3. Q Chair: Was there still an LA attendance target? A HT: No, we have to set one as the Governor body. The HT has always recommended it be set at 97% by the Governing Body. Although a new Attendance Document was brought out by the Department for Education (DfE) in the summer, that places more responsibility on schools	

	<p>around attendance. However, Raysfield already were working to the directives set in this document, even before it was published. The factor contributing to absence most was holidays taken in term time. The school never authorised these requests unless it was exceptional circumstances.</p>
8.1.5.4.	<p>Q Chair: In the current economic client was this likely to get worse? A HT: Yes, the school fitted this context. Two holidays had recently been approved which had met the exceptional criteria. The reasons behind these were detailed. Chair: had looked through data when they had been on a Pupil Premium (PP) Link Governor Visit. The data suggested improved progress for PP children than that seen last year. ST: The average points progress should be between 2.5 and 3 for years two to six and year one should be around a 1 point progress as they were starting on the national curriculum, so that would be the average. In terms of average, most children were working at expected standard and those that were not at the expected average were on the radar of their teachers and relevant interventions were planned. Maths data at this point in the academic year can be distorted, as certain skills would not be mastered until more of the curriculum had been covered. The reading results were positive, with the exception of year 4. This cohort had been flagged in the CPOMS, which explained the below-average results for some children in this year. Addendum: Child Protection Online Management System (CPOMS), monitors safeguarding, well-being and pastoral issues.</p>
8.1.5.5.	<p>Q Chair: the data showed a positive picture, however, the children on track for expected should be pushed for greater depth. Was this happening? A HT: the data has allowed us to map out all pupil progress for every child. ST had checked that there were no barriers for any child's learning journey. This had enabled the child's teacher to be challenged by senior leaders, ensuring that each child was able to achieve at their best level. HT: Monitoring was vigorous and all data was being triangulated.</p>
8.2.	<p>Data Checks Period 1: Maths Reading Writing</p>
8.3.	<p>Venture Action Plan 2022-23 The HT had uploaded this for information on the collaborative work being carried out by the school.</p>
9.	<p>Safeguarding Report – Term 2 CPOMS Analysis – as at 05.12.22 CPOMS Analysis – Graphs ST explained that the safeguarding records from CPOM and was analysed each term to track specific children and trends and to see what the safeguarding picture was looking like. All teachers and support staff were able to log any safeguarding incidents or concerns, and this allowed for a broader picture to be analysed. The start of a new academic year was often busy in terms of reported safeguarding incidents after the summer break.</p>
9.1.	<p>Points highlighted were:</p> <ul style="list-style-type: none"> • There had been 9 police reports this term and this suggested that families were experiencing pressure from the current economic climate • Two families were in child protection (the highest tier of safeguarding), both in year 4. • There were a number of EHAPS, and these children were given in-house support which was provided for in the Den and the Lodge. These in-house support areas were being used effectively to support children with both complex and less severe needs. The school were good at tracing the EHAPS and any small safeguard flag was considered as part of a broader picture. • Management of Child B had been successful as they had no CPOMS incidents this term. They were attending part-time and they attended the Lodge when at school.

	<ul style="list-style-type: none"> Child C was now attending school on time and was more settled. This improvement had resulted from the Educational Welfare Officer (EWO) and the schools family link having met with child C's parents and being able to offer additional support.
9.2.	HT: There had been no suspensions and this was a result of the Lodge and the Den teams, working alongside class teachers. The Lodge and the Den were additional provisions for children with high-tier significant need.
9.3.	<p>Q CG: What did the behaviour policy look like?</p> <p>A ST: All the polies were on the website. All incidents were dealt with through restorative conversations which were done in a positive way with the desired outcome being to change current behaviour.</p> <p>Chair: Each classroom had a calm space to facilitate positive behaviour.</p>
10.	SBM Report
10.1.	<p>SBM Report – Budget Monitoring</p> <p>The SBM reported that since the revised budget set in October 2022 there had been further revision with the in-year deficit increasing by £12K, which has been mainly due to staffing changes. For example, the Inclusion Officer had been given additional hours. Currently, there was a healthy carry forward, however, rates of inflation were likely to impact on this. Expenditure and income were continually monitored. 80% of the budget was attributable to staffing. The current 3-year predictions of the increasing deficit were noted. The SBM reported that additional devolved capital had been allocated to the school, which was approximately £17K.</p>
10.1.1.	Chair: In the autumn statement there was mention of additional funding. More information on this was to follow in December 2022.
10.1.2.	<p>Chair: Mentioned that school's contractors that had worked a full-time week even though were employed on a part-time basis could be eligible for full annual leave. This could lead to contractor providers increasing their costs. Recent case law (Harpur v Brazel) where contractors had been entitled to a full year's annual leave. This could potentially impact the cost of external catering contract.</p> <p>Addendum: Mrs Brazel brought a claim arguing that she had been underpaid holiday pay. The conclusion of the Harpur Trust v Brazel case deemed "the Percentage Method" for calculating holiday pay to zero-hour workers no longer appropriate with a new averaging method being applied. Employers should act now to review their position and ensure compliance.</p>
10.1.3.	<p>The SBM reported that Breakfast Club was breaking even.</p> <p>Q CG: Was there a cost implication in the breakfast club, as there was two staff job sharing, when previously this had been one person working the total hours?</p> <p>A SBM: No change, as the on-cost for the two staff had not increased the manning of the position.</p> <p>Q KB: When had the cost of the breakfast club increased?</p> <p>A SMB: Two years ago. The price freeze had been agreed last September and it had been agreed that a prices rise could result in fewer children attending.</p> <p>HT: We should revisit prices in the future.</p> <p style="text-align: right;">Action: HT/Clerk.</p>
10.1.4.	The accident report was contained within the SBM main report.
10.2.	<p>Health & Safety</p> <p>Nothing significant to report.</p> <p>Work would be carried out on the decking area in January 2023 and this would be supported by the Parent Teacher Association (PTA).</p> <p>Two fire drills had taken place. The first had uncovered the need for one child to have a personal evacuation plan, which had proven to be successful at the second drill.</p>
10.3.	<p>GDPR</p> <p>Nothing to report.</p>
10.4.	<p>Budget Monitoring Report</p> <p>Reported in item 10.1.</p>

11.	Ratification of Pay Policy Approved.
12.	Any Other Urgent Business (AOB):
12.1.	Colin Gould – Co-Opted Governor - Appointment Approved.
12.2.	Governor – Charlotte Gully - Appointment (Subject to DBS check) Approved.
	SBM, CH, and ST exited the meeting at 18:23 Hours.
13.	Items for Confidential Part II Minutes
13.1.	Response to White Paper. In confidential set. Not Staff.
	The HT exited the meeting at 19:12 Hours.
13.2.	Headteacher Performance 2021-22 Discussion 'In confidential set. Not Staff, Not HT.'
14.	Meeting Dates to confirm: Full Governing Board Thursday 09 February 2022
15.	Co-Chair Holly Magson HM would be Chair of the FGB from 01.01.2023.
	The meeting closed at 19:18 Hours.

Actions arising from the Minutes of the Full Governing Board held on Thursday 8 December 2022

Item	Action	Actionee	Status
7	Electronically sign minutes 20.10.22	Chair	Complete
10.1.3	Revisit breakfast club pricing 2023.24	Chair/Clerk	Complete Noted for 2023-24 agenda items