

<p>Godolphin</p> <p>Local Governing Body meeting</p>
<p>Wednesday 6th October 2021</p>
<p>3.45pm at school</p>

<p>1. <u>ATTENDING :</u></p> <p>Becky Hosking (Vice Chair) Emma Ivey (Chair) Sarah Knight Lizzie McIntosh Richard McKie Steve Polglase Lucy Wandless (Executive head teacher)</p> <p>In Attendance: Pat Nicholas (Clerk to the Governors)</p>	
<p>2. <u>APOLOGIES :</u></p> <p>Received and accepted from Antony Foden.</p>	
	<u>ACTION</u>
<p>3.</p>	<p><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></p>
	<p>Mrs Ivey welcomed governors to the meeting. Staff governors declared an interest as paid members of staff. New forms were circulated for completion.</p>
<p>4.</p>	<p><u>MINUTES FROM THE 17.6.21 MEETING AND MATTERS ARISING</u></p>

	<p>The minutes and confidential minutes of the 17.6.21 meeting were agreed as an accurate record and signed by the Chair.</p> <p>Item 13: Mrs Knight agreed to take on the role of equality governor.</p>	
5.	<u>ELECTION OF CHAIR & VICE CHAIR</u>	
	<p>Mrs Ivey was nominated to continue as Chair; this was accepted, seconded and the vote was unanimous.</p> <p>Mrs Hosking was nominated to continue as Vice Chair; this was accepted, seconded and the vote was unanimous.</p>	
6.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
	<p>The meeting received apologies from Mrs Nicholas - the matter regarding the minibus was not raised with the board after the last meeting. The matter would be raised again.</p>	
7.	<u>FEEDBACK FROM THE FORUM</u>	
	<p>The school was working on tentative plans to move this forward - a suggestion was made at the recent Governance Gathering, that schools add a Forum discussion to a scheduled school event, rather than as a separate meeting.</p>	
8.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS/RESIGNATIONS</u>	
	<p>There had been no newly appointed governors since the last meeting.</p> <p>Governors were saddened to receive Mrs Williams' resignation.</p> <p>Mrs McIntosh agreed to take on the role of safeguarding governor.</p>	
9.	<u>HEADTEACHER'S REPORT</u>	
	<p>Mrs Wandless' report was circulated by email in advance of the meeting. The main points discussed were:</p> <ul style="list-style-type: none"> • The meeting discussed issues around recruitment and the difficulties that most schools are having in recruiting teaching assistants. The Trust are aware that there needs to be better marketing of these posts e.g. the benefits of staff health and wellbeing support through SAS and the pension scheme. <p>Q: Can the school use supply teaching assistants? A: Yes, these can often be qualified teachers, who are willing to work as TAs on supply.</p> <p>Q: Are all the TA hours required covered? A: For the most part; however, ideally school needs more TA hours for interventions. Another option could be the use of the National Tutoring Programme through Teaching Personnel.</p>	

	<p>Q: Could the school perhaps employ an additional teacher? A: No, the on-costs involved make it too expensive.</p> <p>Q: Is 82% attendance correct for this year? A: Yes, the term is only 4 weeks old, and already there have been a number of absences due to (non- Covid) sickness.</p> <p>Q: SEND pupils? A: Attainment is below their non-SEND peers; progress though, is very good, and only slightly below non-SEND children, as a result of very bespoke and specific interventions.</p> <p>Q: Have staff signed the new Keeping Children Safe in Education declaration? A: Some staff have signed, and Mrs Thomas will chase the others. All staff are up to date with their safeguarding training.</p> <p>Q: What is the childcare disqualification form? A: This is a requirement for staff who work with under 8s. Previously it included 'disqualification by association'. All staff complete this annually, and the Trust are now recommending that volunteers also complete it.</p> <p>Q: Have there been any changes to Covid safety measures in light of the letter to parents from PHE? A: No, although the school may need to review the lunchtime arrangements.</p> <p>Q: Pupil premium? A: Attainment was roughly in line with their peers, and progress was very good. Service children's progress was above their peers in all subjects.</p> <p>Q: What are knowledge organisers? A: Knowledge organisers are a summary of the key vocabulary, concepts and essential knowledge that pupils need about a unit of work or a curriculum subject, usually covering one side of A4.</p> <p>Q: What is oracy? A: Oracy describes pupils being able to express themselves well, and having the vocabulary to say what they want to say and the ability to structure thoughts and ideas so that they make sense to others.</p> <p>Mrs Ivey thanked Mrs Wandless for her report.</p>	
10.	<u>SAFEGUARDING (GOVERNOR'S) REPORT</u>	
	<p>There was no report available for this meeting</p> <p>Mrs Ivey completed a monitoring check on the SCR (Single Central Record) on the 22nd September.</p>	
11.	<u>HEALTH & SAFETY UPDATE</u>	
	<p>A reportable accident had occurred and was reported to governors. An action plan had been drawn up and addressed with staff and pupils.</p>	

12.	<u>STRUCTURED QUESTIONS</u>		
	<p>Staffing</p> <p>Communication</p> <p>Q: What feedback have you had on the school's communication?</p> <p>Q: How are you ensuring equity for all parties?</p> <p>Q: Will there be a follow up parent survey?</p>	<p>Covered under item 9: head teacher's report.</p> <p>A: There have been issues with the text service for some families in the village with poor mobile reception. Mrs Thomas will email or phone where necessary. In general, parents like the weekly newsletter and the individual class reports.</p> <p>A: The Accessibility plan and the SEND school offer had recently been updated. All children have access to the after school clubs and additional support is provided to those who need it. The Trust has updated its charging policy, and is very clear that subsidies will be available for needy families. The school, however, was aware that due to the layout and levels on the school site, the school is not as accessible as senior leaders would like.</p> <p>A: Yes, this was planned to include general issues and would likely be carried out using Google forms.</p>	
13.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>		
	<ul style="list-style-type: none"> ● Curriculum recovery plans - The plans were available on the school website. Interventions were reviewed regularly and adjusted accordingly. ● Ofsted - Governors noted the actions from the last report 30/06/2015. Mrs Wandless explained that by converting to an academy, Godolphin was effectively a new school, and would be inspected as such. Trust schools were supporting each other, by helping out with the preparations and by sharing feedback from their own experiences of inspection. <p>H&S visit - 21.6.21 Mrs Ivey</p> <p>Learning Environment - 29.6.21 Mrs Ivey</p>		

	<p>PE visit - 1.7.21 Mrs Hosking & Mr McKie</p> <p>EYFS visit - 14.7.21 Mrs McIntosh</p> <p>Governors received and noted the visit reports as presented.</p>	
14.	<p><u>FOCUS ITEMS AND UPDATES</u></p> <ul style="list-style-type: none"> ● Operational risk register - Covid19 reviewed weekly and reviewed in light of latest PHE advice. ● Accessibility Plan - Covered under item 9: Head teacher's report. ● Equality Policy - the policy was available on the website. ● Policies - Covered under item 9: Head teacher's report. ● Curriculum - Covered under item 9: Head teacher's report. ● Vision & Ethos - the meeting agreed to look at refreshing the vision and ethos statement, perhaps asking for the thoughts and ideas of stakeholders. 	
15.	<p><u>IMPACT & EFFECTIVENESS OF LGB SINCE LAST MEETING</u></p>	
	<ul style="list-style-type: none"> ● Monitoring standards by carrying out regular governor visits with subject leaders. ● Monitoring staff wellbeing by keeping in touch regularly with the staff and headteacher. ● Improving skills and knowledge by attending relevant training eg. the Trust 'Governance Gathering' on the 15th September. ● Actions from the previous meeting completed within the deadlines. 	
16.	<p><u>URGENT MATTERS FOR DISCUSSION</u></p>	
	<p>As part of the 'Governance Gathering' on the 15th September, there was a chance to look at the outcome of the Jackie Eason review of governance across the Trust. One suggestion was that, where recruitment was an issue, LGBs collaborate or form joint LGBs. It was felt that collaboration was not appropriate for Godolphin's LGB at the current time; however governors could sit on more than one LGB if they wished to offer support to another school.</p>	
17.	<p><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></p>	
	<ol style="list-style-type: none"> 1. Governors had learned that the Trust was planning to provide minibuses for its schools; would Godolphin School be able to have their own bus paid for by the local community? 2. Governors would like to set up a Governor Facebook page; this would be outward facing only, with no facility for anyone to try and contact governors via the group. The main aims of the page would be to make the work of the Governors more visible, and help with recruitment of new governors. 	

18.	<u>DATES OF FUTURE MEETINGS</u>	
	Wednesday 2nd February 2022 4pm formal Wednesday 8th June 2022 4pm formal	

The meeting concluded at 5.45pm

Chair's Signature _____ **Date** _____

<u>SUMMARY OF ACTIONS</u>		
Action	Responsible Person[s]	Date for Completion