

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE

**Learning & Wellbeing Committee**

DATE

**16/11/2020**

21/09/2020	16/11/2020	18/01/2021	08/03/2021	10/05/2021	28/06/2021
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**GOVERNOR ATTENDANCE**

Paul Every	P	P				
Simon Barnes	P	P				
Sandra Cartwright	P	P				
Heather Poustie	P	P				
Chris Winfield	P					
Gill Quantrell	P	P				
Ruth Dennis		P				
Kate Eames		P				

**P** – Present

**S** – Sanctioned

**A** – Absent

**L** – Late arrival

**In attendance:** Keith Moore (Chair of Governors)

Chaired by	<b>Paul Every</b>	Clerked by	<b>Pete Osborne</b>
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## Agenda

- LW 16/2021 To record those who are present, accept apologies and welcome any visitors
- LW 17/2021 To agree the Minutes of the last meeting
- LW 18/2021 Matters Arising and Outstanding Actions
- LW 19/2021 Urgent business
- LW 20/2021 Division of Agenda
- LW 21/2021 Declaration of interests
- LW 22/2021 School Improvement Plan and School Performance Data
- LW 23/2021 Governors
- LW 24/2021 Collaboration
- LW 25/2021 Safeguarding
- LW 26/2021 Policies
- LW 27/2021 Information provided by the Clerk
- LW 28/2021 Matters for the next agenda
- LW 29/2021 Date of next meeting

### ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
17/2021	Minutes to website	Heather Poustie/Clerk	asap
22f/2021	Governors are asked to raise the subject of remote learning during formally arranged visits	All	On-going
22f/2021	A report on how the catch-up funding is being used and this is to be added to the next agenda	Heather Poustie/Clerk	01/01/2021
23/2021	Carry out visits and provide reports to the Clerk for the next meeting: a. Literacy – 20 November 2020 b. SEND – 24 November 2020  c. EYFS Curriculum - 26 November 2020	a. Paul Evemy/ Sandra Cartwright b. Paul Evemy/Sandra Cartwright  c. Gill Quantrell	a. 01/01/2021 b. 01/01/2021  c. 01/01/2021

	d. Maths – date to be arranged	d. Chris Winfield	d. 01/01/2021
24/2021	Collaboration Group – feedback on remote learning	Heather Poustie	01/01/2021
26/2021	Place Anti-bullying Policy on the FGB Agenda	Clerk	asap

	Item	Notes	Action
LW 16/2021	To record those who are present, accept apologies and sanction absences where appropriate and welcome any visitors	The meeting commenced at: <b>1830</b>  Apologies: <b>None</b> .  In attendance: Keith Moore  Quorum for this meeting is 3 Governors plus the Headteacher  This meeting was conducted online	
LW 17/2021	To agree the Minutes of the last meeting held 21 September 2020	Agreed and signed	<b>Clerk to place on website</b>
LW 18/2021	To discuss any matters arising from the minutes and not on this agenda	<b>None</b>	
LW 19/2021	Urgent business brought forward at the discretion of the Chair	<b>None</b>	
LW 20/2021	Division of Agenda. Consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information (Part 2 Matters)		<b>None</b>

LW 21/2021	Declaration of interests. Governors are invited to declare any personal or prejudicial interests, including the nature and extent of such interests, they may have in any items to be considered at this meeting.		<b>None</b>
LW 22/2021	School Improvement Plan (SIP) and School Performance Data	<p>a. <b>The EYFS baseline data at the end of the last academic year</b> – documents had been circulated prior to the meeting. Heather Poustie provided a brief outline of the information and the data was basically in line with National data but it was not possible to predict where the children would be.</p> <p>b. <b>Key stage data for Years 2 and 6 at the end of the last academic year.</b> An overview of the data had been provided prior to the meeting and it had been discussed with both Simon Barnes and Keith Moore. Historically for the last 3 years children had been below national data at the end of Key Stage 1 and the current data shows an encouraging picture. Heather Poustie again provided an outline of the data. Information from the previous year is being fed into the current year. For year 6 Heather Poustie again provided an overview of the data and explained the actions being planned to ensure development.</p> <p><b>A Governor asked whether there is confidence in the predictions and Heather Poustie replied that there is confidence in the data and the predictions for the academic year.</b></p> <p><b>A further question was asked on when Governors can expect to see what a difference the new Read Write Inc phonics scheme will make. Data tracking in other schools indicate that within 6/7 weeks a difference should be seen. Heather expanded on this to explain that by this time next year there should be a difference seen in both phonics and Key Stage 1 and 2 reading and also writing.</b></p> <p>Abbreviations in the reports were explained as:</p>	

		<p><b>BEXS</b> – Below expected standard  <b>WTS</b> – Working to expected standard  <b>EXS</b> – Expected standard  <b>AEXS</b> – Above expected standard</p> <p>c. <b>Autumn Term Year 2 Phonics screening.</b> A screening is carried out in June for years 1 and 2 and this year there is a screening for those children who didn't have a screening in year 1 due to the Covid lock down. This can be carried out during this half term and data submitted to DCC by the 11 December 2020. There are also certain conditions that must be fulfilled covering the physical arrangements for the screening. The screening is being carried out over an extended period but will still meet the deadline. <b>A Governor commented that in the past a sample had been viewed externally and would this still be the case. Heather said that as far as she is aware this would not be happening but obviously an OFSTED inspector could ask the school to demonstrate how screening took place and the resulting considerations by the school.</b></p> <p>d. <b>Remote learning.</b> The policy has been placed on the school website and this relates to children who are not in school due to Covid but are well. For example, they could be self-isolating or a family member could be self-isolating. Under these conditions remote learning has to be started immediately. Heather provided examples of the actions that could be taken and the range of curriculum areas that might be covered but there are still some safeguarding issues that need resolving in certain situations. Weekly class programmes will be provided which should mirror the learning in class but due to various circumstances this might not be possible e.g. PE, or the need to use certain resources only available in the school. There is obviously potentially going to be a heavy load on teachers and this needs to be closely monitored. Currently this is on a small scale but this may change depending on the</p>	
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		<p>spread of the virus locally. Marking will possibly provide some challenges due the need to provide speedy feedback.</p> <p><b>A Governor asked what the feedback had been from children on remote learning and had these been incorporated into the Policy. Heather Poustie replied that this is a different matter to the remote learning utilised during the first lock down and that numbers would be smaller and there is a need to ensure that children are following the work of their class peer groups. It is realised that there will be a number of challenges that will need to be dealt with as they arise.</b></p> <p><b>Paul Evey asked that during planned visits to the school Governors should ask staff for their views on and problems associated with remote learning.</b></p> <p>e. <b>Free school meals during the holiday.</b> Heather Poustie explained that there is little to report and any arrangements will need to be worked through.</p> <p><b>Paul Evey asked to be informed of the arrangements that would be put in place.</b></p> <p><b><i>DCC released the following on 12 November 2020</i></b></p> <p><b><i>Devon leads £2 million bid to end holiday hunger</i></b>  <b><i>A major operation is under way in Devon to combat holiday hunger for children this Christmas.</i></b>  <i>We are leading the operation to organise networks of providers across the county, using a £2 million government grant to support vulnerable children and families in the most effective way.</i></p>	<p>All</p>
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LW 23/2021	Governors	<p>a. To receive information on planned Governor visits and the methods to be used.</p> <p>1) Literacy – (Paul Evemy/Sandra Cartwright) – to take place on 20 November 2020</p>	1) Paul Evemy/ Sandra Cartwright

		<p>2) SEND – (Paul Every/Sandra Cartwright) to take place on 24 November 2020</p> <p>3) Library – Simon Barnes had completed his visit and a report had been provided prior to the meeting. This explained the purposes and conclusions from his visits and also explained the challenges in moving the library to a new and better location and the supply of books.</p> <p>4) EYFS Curriculum - (Gill Quantrell) to take place on 26 November 2020</p> <p>5) Maths – Chris Winfield – 23rd November 2020</p> <p>b. Review the school’s compliance with the Equality Act and measures to ensure all pupils are treated equally – deferred to the next meeting</p> <p>c. Terms of reference and levels of delegation agreed by the FGB to ensure committee operates within their remit - agreed. It was suggested that another Governor might take on Chris Winfield’s roles on Maths and Data and Kate Eames agreed to take this on</p>	<p>2) <b>(Paul Every/ Sandra Cartwright</b></p> <p>3) <b>Simon Barnes</b></p> <p>4) <b>Gill Quantrell</b></p> <p>5) <b>Chris Winfield</b></p> <p><b>Heather Poustie</b></p>
LW 24/2021	Collaboration	In abeyance during Covid-19 closures but there had been a number of conversations on a range of matters with Headteachers in the Group. Heather is proposing to raise the subject of remote learning with the group and will provide feedback on this to the next meeting	<b>Heather Poustie</b>
LW 25/2021	Safeguarding	<p>Safeguarding.</p> <p>A report had been provided and the main items were:</p> <p>a. Dave Lee (Deputy Headteacher) and Heather Poustie (Headteacher) have both attended Level 3 Refresher training</p> <p>b. Vicky Stables (SENDCo) and Jess Edwards (Administrator) will attend Level 3 refresher training.</p> <p>c. Dave Lee is now the Designated Safeguarding Lead (DSL) and Heather Poustie and Vicky Stables as Deputies.</p> <p>d. The Safeguarding Leaflet has been updated to reflect the changes</p> <p>e. Dave Lee has also attended online Right for Children training</p>	

		<p>f. The in-house Level 2 Safeguarding Refresher training is also going to be recorded to ensure training can be accessed immediately by new appointments etc. Staff can also revisit the training if necessary.</p> <p>g. This year's Safeguarding audit return has been delayed by a month recognising the challenges of schools reopening have created and extended its return until 18 December.</p>	
LW 26/2021	Policies and Other Documents	<p>The following Policies/documents were approved and/or recommended to the FGB for approval:</p> <p>a. PE and Sport Premium Information. Agreed</p> <p>b. Anti-bullying Policy – agreed to be on the agenda for the FGB</p>	<b>Clerk</b>
LW 27/2021	Information provided by the Clerk	Governance Today is circulated each week and the training programme for the Spring term is to be circulated.	<b>Clerk</b>
LW 28/2021	Matters for the next agenda	<p>The following matters were agreed for the next agenda:</p> <p>a. School Improvement Plan</p> <p>b. Analyse pupil performance data including NFER, attendance, exclusions, part-time timetables. Compare exclusion rates with local &amp; national data</p> <p>c. Discuss report from Pupil Premium champion and identify actions/issues; review effectiveness and impact of intervention programmes against pupil premium strategy success criteria</p> <p>d. Evaluate subject leader Self Evaluation Forms and Improvement Plans</p> <p>e. Review term dates as recommended by the LA, recommend inset and occasional days to FGB</p> <p>f. To receive reports information on the following Governor visits:</p> <p>1) Literacy – (Paul Evely/Sandra Cartwright) –20 November 2020</p> <p>2) SEND – (Paul Evely/Sandra Cartwright) 24 November 2020</p> <p>3) EYFS Curriculum - (Gill Quantrell) 26 November 2020</p> <p>4) Maths – Chris Winfield – 23rd November 2020</p> <p>g. Governance</p>	

		1) To review the school's compliance with the Equality Act and measures to ensure all pupils are treated equally h. Collaboration i. Safeguarding Matters j. Policies and other documents: 1) Exclusion Procedures 2) SEND Policy 3) SRE Policy – second meeting in Spring Term 4) Children in Care Policy	
LW 29/2021	Date of next meeting	<b>Monday 18 January 2021 at 1830</b>	

The meeting closed

**Signed as a true record**

Signed	Date:
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**Collaboration Project**

The primary schools currently involved are:

1. Decoy
2. Denbury
3. Kingskerswell
4. Starcross
5. Canada Hill
6. Bradley Barton
7. Chudleigh
8. Stokeinteignhead
9. Abbotskerswell

10. Highweek