

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE

**Learning & Wellbeing Committee**

DATE

**18/01/2021**

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

**P** – Present

**S** – Sanctioned

**A** – Absent

**L** – Late arrival

**In attendance:** Keith Moore (Chair of Governors), Ruth Shoare (new governor on BM Committee)

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

- LW 30/2021 To record those who are present, accept apologies and welcome any visitors.
- LW 31/2021 Declaration of interests
- LW 32/2021 Division of Agenda
- LW 33/2021 To agree the Minutes of the last meeting.
- LW 34/2021 Matters Arising and Outstanding Actions
- LW 35/2021 Urgent business
- LW 36/2021 School Improvement Plan and School Performance Data
- LW 37/2021 Governors
- LW 38/2021 Collaboration
- LW 39/2021 Safeguarding
- LW 40/2021 Policies
- LW 41/2021 Information provided by the Clerk.
- LW 42/2021 Matters for the next agenda
- LW 43/2021 Date of next meeting

### ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
33/2021	Minutes to website	Heather Poustie/Clerk	asap
34/2021	A report on how the catch-up funding is being used to be added to the next agenda	Heather Poustie/Clerk	25/02/2021
37a7)/2021	DCC Review visit update to be added to the next meeting agenda	Heather Poustie	25/02/2021
37b/2021	Review term dates for 2021/2022 to be on the agenda for the BM Committee and the FGB	Heather Poustie/Clerk	asap

	Item	Notes	Action
LW 30/2021	To record those who are present, accept apologies and sanction	The meeting commenced at: <b>1830</b>  Apologies: <b>None.</b>	

	absences where appropriate and welcome any visitors	In attendance: Ruth Shoare, Keith Moore Quorum for this meeting is 3 Governors plus the Headteacher. This meeting was conducted online.	
LW 31/2021	Declaration of interests.	None	
LW 32/2021	Division of Agenda.	None	
LW 33/2021	To agree the Minutes of the last meeting held 161 November 2020	Agreed and signed	<b>Clerk to place on website</b>
LW 34/2021	To discuss any matters arising from the minutes and not on this agenda	A report on how the catch-up funding is being used and this is to be added to the next agenda - Deferred to the next meeting	<b>Heather Poustie/Clerk</b>
LW 35/2021	Urgent business brought forward at the discretion of the Chair	<b>None</b>	
LW 36/2021	School Improvement Plan (SIP) and School Performance Data	School arrangements January 2021 including any changes due to lock down based on the NGA Paper.  <ul style="list-style-type: none"> <li>Free school meals. In addition to ensuring continuity of education for disadvantaged pupils, governing boards should seek assurance that arrangements have been made for eligible pupils to continue to receive free school meals. <b>Vouchers have been issued to all FSM pupils who are not in school or receiving blended provision. Pupils in school</b></li> </ul>	

		<p><b>have meal provided.</b></p> <ul style="list-style-type: none"> <li>• During the period of national lockdown, schools should continue to provide meal options for all pupils who are in school. <b>In place</b></li> <li>• Meals should be available free of charge to all infant pupils and pupils who are eligible for benefits related free school meals who are in school. <b>In place</b></li> <li>• Schools should also continue to provide free school meals or food parcels for pupils who are eligible for benefits related free school meals who are not attending school. <b>In place</b></li> <li>• Where schools are unable to provide meals or food parcels directly to families who are eligible, the government has announced the free school meal voucher scheme will be available once again.</li> <li>• Resource allocation and management Governing boards need to consider the resource implications of new/different operational plans. It may be necessary for school leaders to change how resources are allocated; boards should continue to oversee financial performance and ensure money is well spent.</li> <li>• How has the COVID-19 pandemic impacted on the school(s) budget to date and what is the projection for this academic year? <b>Kay Dicken report to BM Committee</b></li> <li>• What are the key assumptions underlying any financial projections? <b>Kay Dicken report to BM Committee</b></li> <li>• Are required staffing levels being maintained? <b>Yes, some BASC staff and catering staff being furloughed</b></li> <li>• What are the plans to maintain staffing levels in light of COVID-19 infections (or potential infections)? <b>Rota plan for staff to lead remote learning one week and in school provision next week. If staff need to self-isolate but are well, they can swap and support/lead remote learning.</b></li> <li>• Do the governing board understand the financial impact of any temporary staffing structure changes/re-deployment?</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Asymptomatic COVID-19 testing for all pupils and staff Governing boards should keep abreast of the capacity in their schools and trusts to deliver lateral flow testing to pupils and staff based on the guidance and the financial resources available. Primary staff will be included later in January as planned, and more detail will be set out in due course about reaching all secondary pupils as they return to face-to-face education. <b>HP to give verbal feedback and overview in BM Committee</b></li> </ul> <p><b>A governor asked if there are any issues with vulnerable children and free school meals. Identified vulnerable children not in school are being contacted regularly. There is a tracking system in place to monitor the submission of work from those children not in school. Where necessary further action is taken including the involvement of the Education Welfare Officer (EWO). A further question was asked as to whether parents are aware that tracking of work is enabled, and parents are aware of this. Dave Lee is the nominated lead for remote learning. A governor asked if arrangements can be put in place for external monitoring with staff</b></p> <p><b>Free school meals</b>  In addition to ensuring continuity of education for disadvantaged pupils, governing boards should seek assurance that arrangements have been made for eligible pupils to continue to receive free school meals.</p> <ol style="list-style-type: none"> <li>a. During the period of national lockdown, schools should continue to provide meal options for all pupils who are in school. Yes</li> <li>b. Meals should be available free of charge to all infant pupils and pupils who are eligible for benefits related free school meals who are in school. Yes</li> <li>c. Schools should also continue to provide free school meals or food parcels for pupils who are eligible for benefits related free school meals who are not attending school. Yes, using voucher scheme</li> </ol>	
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		<p>d. Where schools are unable to provide meals or food parcels directly to families who are eligible, the government has announced the free school meal voucher scheme will be available once again. Vouchers being used</p> <p>e. Spring Half Term – arrangements are in place for this to take place.</p>	
LW 37/2021	Governors	<p>a. Information on planned Governor visits and the methods to be used and associated matters:</p> <ol style="list-style-type: none"> <li>1) Report on concerns raised during visits. Paul Evely and Sandra Cartwright had produced a report on concerns being raised and these are being addressed. This particularly concerns the effects on staff for their wellbeing and workloads. Heather Poustie explained that although SATs have been cancelled, when the school reopens fully there will be a need to access catch up required for individual children and put in place the necessary measures to close the learning gaps identified. There is a possibility to use catch up funding to increase staff but this would depend on the funding available.</li> <li>2) Monitoring Remotely (Babcock paper) . Included in the responses to the NGA paper at Item 36.</li> <li>3) Literacy – 20 November 2020 – Paul Evely asked how Read, Write inc is working. Heather Poustie replied that training day has been held and this was useful together with videos available from the system. The system has many things that can be used by parents to support learning at home.</li> <li>4) SEND – 24 November 2020. There were no questions raised on the report. Governors expressed their admiration for the ways in which Vicky Stables is maintaining contacts.</li> <li>5) EYFS Curriculum - 26 November 2020. There were no questions raised on the report. Ruth Dennis will join the next visit.</li> <li>6) Maths – 23 November 2020. There were no questions raised on the report. Kates Eames will join the next visit.</li> <li>7) DCC Review visit update. To be deferred to the next meeting</li> </ol>	Heather

		b. Review term dates for 2021/2022 as recommended by the LA and recommend inset and occasional days to FGB – deferred to BM Committee	Poustie/Clerk Heather Poustie/Clerk
LW 38/2021	Collaboration	The group had not met formally but members have held informal conversations and shared guidance by email	
LW 39/2021	Safeguarding	a. Arrangements for online safeguarding training for staff – new staff have completed necessary induction training. b. To consider any other safeguarding matters. The Safeguarding Policy has been up-dated in line with revised guidance.	
LW 40/2021	Policies and Other Documents	The following Policies/documents were approved and/or recommended to the FGB for approval: a. SEND Policy - agreed b. Children in Care Policy – agreed subject to the title being amended	
LW 41/2021	Information provided by the Clerk	Training will be on-line for the foreseeable future and it may well be that after schools return to some form of normal arrangements then a blended approach may be taken to training.	
LW 42/2021	Matters for the next agenda	The following matters were agreed for the next agenda: a. School Improvement Plan 1) Analyse pupil performance data including NFER, attendance, exclusions, part-time timetables. Compare exclusion rates with local & national data. 2) Discuss report from Pupil Premium champion and identify actions/issues; review effectiveness and impact of intervention programmes against pupil premium strategy success criteria. 3) Evaluate subject leader Self Evaluation Forms and Improvement Plans 4) Monitor pupil progress against SIP and levels of expected progress from entry 5) Monitor the arrangements for school visits and residentials and the evidence of the impact on the curriculum	

		<ul style="list-style-type: none"> <li>6) Monitor the curriculum in respect of special needs provision including More Able pupils</li> <li>7) Monitor that the delivery of Sex and Relationships education and Religious Education (including collective worship) is in line with board's policies and legal requirements/guidance</li> <li>8) Undertake work scrutiny, and/or evaluate evidence from learning walk</li> <li>9) To receive an update on Climate Change activities</li> </ul> <ul style="list-style-type: none"> <li>b. To agree dates for the following Governor visits: <ul style="list-style-type: none"> <li>1) Literacy – (Paul Every/Sandra Cartwright)</li> <li>2) SEND – (Paul Every/Sandra Cartwright)</li> <li>3) EYFS Curriculum - (Gill Quantrell/ Ruth Dennis)</li> <li>4) Maths – Chris Winfield</li> </ul> </li> <li>c. Governance <ul style="list-style-type: none"> <li>1) To review the school's compliance with the Equality Act and measures to ensure all pupils are treated equally.</li> <li>2) Preparation for the annual Parent/Pupil/Staff questionnaire(s) (as appropriate)</li> </ul> </li> <li>d. Collaboration</li> <li>e. Safeguarding Matters</li> <li>f. Policies and other documents: <ul style="list-style-type: none"> <li>1) Exclusion Procedures</li> <li>2) SRE Policy</li> </ul> </li> </ul>	
LW 43/2021	Date of next meeting	<b>Monday 8 March 2021 at 1830</b>	

The meeting closed at **1950**

**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