



**PART ONE MINUTES – MEETING 4
OF THE LOCAL GOVERNING BODY MEETING
OF KELSALL PRIMARY SCHOOL**

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| Date | Thursday 21st January 2021 @ 6pm |
| Venue: | Via Teams |

| Attending (Governors): | |
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| David Wearing (DW) | Principal |
| Martin Little (ML) | Co-opted/Chair of Governors |
| David Bingle (DB) | Co-Opted/Vice Chair of Governors |
| Helen Simpson (HS) | Parent |
| Chloe Creek (CC) | Staff |
| Holly Stowells (HS) | Co-opted |
| Jane Briggs (JB) | Parent |
| Sarah White (SW) | Staff |
| Melissa Goodyer (MG) | Parent |
| Lorraine Hammond (LH) | Co-opted |
| Apologies | |
| Sarah White (SW) | Staff |
| Also in Attendance: | |
| Steve Ellis (SE) | CEO |
| Debbie Tomkinson (DT) | Clerk |

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| AGENDA ITEM 1 | WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE |
| Discussion: | ML welcomed all the meeting. The apologies of SW were accepted. |

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| AGENDA ITEM 2 | DECLARATION OF PERSONAL AND PECUNIARY/BUSINESS INTEREST (Statutory) |
| Discussion: | There were no declarations of personal and pecuniary interests in relation to any of the agenda items. |

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| AGENDA ITEM 3 | PART ONE MINUTES OF MEETING 3 – NOVEMBER 2020 |
| Discussion: | The Part One Minutes of Meeting 3 were circulated in advance of the meeting and accepted as a true and accurate record. All agreed. |
| Decision | RESOLVED: That the Part One minutes of Meeting 3 be accepted as a true and accurate record. All agreed. |

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| AGENDA ITEM 4 | REVIEW OUTSTANDING ACTIONS |
| Discussion: | DW to set up access to the School Bus. COMPLETE CC to circulate governor visit timetable - To be reviewed at the February meeting. ONGOING ML and CC to meet to discuss the maths curriculum. ML and CC did meet to discuss the maths curriculum and the next step is to meet with the maths lead and to discuss staff needs and to decide if it is possible to access any of the national training programmes. COMPLETE ML to meet maths lead. NEW ACTION |

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| | <p>SW to review the progress of pupil premium children in consultation with HS. ONGOING</p> <p>Insight data report to be included in the papers for the next meeting. To be included on February agenda. ONGOING</p> <p>HS to review the website for compliance. HS reviewed website and fed back to DW. Found everything on the list and it was easy to navigate it. COMPLETE</p> <p>QA document to be circulated to governors. ONGOING</p> |
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| AGENDA ITEM 5 | COVID-19 UPDATE |
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| Discussion | <p>Monday 4th January 2021 was an Inset day. Following the announcement that schools were to close to some pupils, DW spoke to ML to discuss the nursery provision. Both agreed that the nursery should not re-open on the basis that it was not possible to staff the provision safely.</p> <p>Nursery has now re-opened but families have been advised that if their children can stay at home this is the best scenario. Six children of key workers attend the nursery and between 8-10 children in the 4-5 year old room. There were plans to open the smaller room but this was not possible to do because of staffing considerations.</p> <p>It will still be possible to apply for funding based on the numbers of children who would have been in nursery on census day.</p> <p>There has been some anxiety amongst nursery staff but DW has met with them and explained what is being done to keep them safe. There is more cleaning taking place and fewer children who are all placed in bubbles.</p> <p>The nursery is small and staff have been able to manage the situation well.</p> <p>The nursery provision will be constantly reviewed and parents seem to understand that the school is offering the best it can in the circumstances. DW has spoken to all of the nursery parents.</p> <p>There was feedback on communication from a governor who said that some parents who had been planning on bringing children back to nursery felt a bit guilty about doing so.</p> <p>DW accepted this point. The advice from the NAHT is that where families can stay at home they should do so. It is important to keep reviewing the provision to make sure that bubble sizes are manageable and the needs of staff and children are balanced.</p> <p>A parent survey was sent out to find out how many families had a key worker. It has been possible to offer a place to all children who need it. There are 40 children who attend school but they are not all in on all of the days. The highest number of children in KS2 has been 16 but the usual number is 11-12 children. The KS2 bubble is not currently operating because one family had tested positive and the advice from Public Health England was to close the bubble. The children will return on Thursday 28th January.</p> <p>The Reception, Y1 and Y2 bubble had eight children. The Reception classrooms were used to separate the bubble in Reception and Y1 groups.</p> <p>Two staff are in school and all other staff are working from home and this is in accordance with the good practice guidance from the NAHT. DW and CC will be in school on some occasions.</p> <p>School is open from 8am to 5.15pm. The after-school club is open and children have been asked to bring in packed lunches as the numbers of children did not necessitate the cook being in school.</p> <p>One member of staff tested has positive and is now out of isolation. Numbers of positive cases in the village are falling.</p> |
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Remote learning is working well and teachers are working very hard. All teachers are at home on a Friday to allow them to prepare work for the following week.

On a Friday, DW leads a whole school assembly and a celebration of the work that children have produced over the week.

Children in Y1-6 use Seesaw for home learning. Teachers will upload a timetable to explain the weeks' activities. Children will be set a range of activities every day including maths, English and literacy every day.

There is a live session with the teachers every morning which usually includes a literacy or phonics less. Teachers will also take the register and monitor home learning.

The remote learning offer has significantly improved since the first lockdown in that now children are expected to do as much learning as possible.

After the morning session, teachers will respond to work set on Seesaw and will mark work and provide feedback for children.

Reception children use Tapestry and Padlet. They are set a morning task in Tapestry and can access a recorded phonics session. The majority of parents indicated that they would like a live session and so from Monday, children will be able to access a live session with their teacher. There has been some very positive feedback from parents and some constructive ideas for the future.

It is important to make sure that children remain engaged in their learning. If any of the children are not engaging, teachers are checking-in via email and if that does not work, DW or CC will speak to the parents.

There are only a small number of children not engaged and staff have spoken to families and have arranged for work packs to be sent home. Following these conversations, there has been an uptake in work being completed. There are only one or two children not accessing any work and the teacher is in contact with them as much as possible.

25 laptops been loaned to parents who did not have access to a the right technology. Some parents have donated laptops and the technician is wiping these and reconfiguring them so they can they be given to parents. Where there are a number of siblings, it has been possible to loan Chrome books.

Other resources will also be left outside of school for parents to collect.

All vulnerable children are in school including one child in need and one child with an EHCP who will receive one to one support for three mornings per week.

The construction of the key worker bubbles allows for other children to attend who may find being in school more beneficial. There have been more mental health issues and school is receiving more calls about emotional literacy support. Most of the children are happy but the mental health of children is something that staff are aware of.

Some children did not make as much progress in the first lockdown and staff are making lists of those who may need additional focus when they return to school.

It is important there is time for teachers to review what is being provided. Adding little extras into the remote learning plan can help children remain engaged.

Q: What is the requirement for children to engage with the activities at home?

A: Children should be uploading their work each day especially maths and literacy.

The guidance is for 2-3 hours each day but this is more difficult for the younger children where learning is play based and is difficult to replicate at home.

Governors recognised the work that has gone into the remote learning provision and agreed that it was very positive that staff are looking to try new things with the children.

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| | <p>CC has been looking at intervention work and how to use support staff who are working from home to provide online interventions with groups of children.</p> <p>SE agreed that KPS have ramped up their offer from the first lockdown. Leaders were able to learn from the closure of bubbles and there has been a significant amount of work that has taken place behind the scenes including training in the use of technology and this has enabled the school to be well prepared for the current situation.</p> <p>The expectations from the DfE are different from the first lockdown. Safeguarding remains the main priority but aligned with this is the requirement to replicate in –school learning as much as possible. Schools are expected to provide three hours of learning for infants and four hours for juniors. The expectations around attendance are clear and there is a need to take a register of those children logging-in and learning.</p> <p>It is important to consider staff workload and they teachers need to be given time to produce resources and ensure plans are sustainable. SE was of the view that the plans at Kelsall were sustainable and he congratulated all of the staff. He had received a positive letter from a parent about the school’s efforts to support their children.</p> <p>In the week commencing 25th January, bubbles will increase from two to three which will require more staff in school. The CAT wellbeing survey will be re-circulated to all staff and feedback to governors will be provided.</p> <p>Q: Are the plans sustainable if schools remain partially closed until Easter? A: This is why staff are looking at introducing new things in order to refresh the curriculum and to avoid fatigue setting in.</p> <p>There needs to be an understanding that if more children come into school this means there will be fewer staff working from home but there is capacity at the moment.</p> <p>Governors passed on their thanks to all staff for all of their hard work.</p> |
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| AGENDA ITEM 6 | EDUCATION |
| Discussion | <p>Record of Visit</p> <p>Governors received and noted the CEO’s Record of Visit. This will be included on the agenda for further discussions when the school re-opens.</p> <p>It was recognised that there does need to be a discussion of strategy. The School Development Plan will be a two term plan and will roll over into the new academic year.</p> |
| | <p>Actions</p> <p>Further discussion on the contents of the CEO report to take place once school fully re-opens.</p> |

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| AGENDA ITEM 7 | FINANCE |
| Discussion | <p>Approval of expenditure under the Scheme of Delegation</p> <p>There were no items of expenditure requiring approval of the Scheme of Delegation.</p> <p>S106 – Stage 2 Classroom Extension Project</p> <p>Half of the S106 money for the classroom extension project has been received and this means that Qube can be instructed to start with the planning application. Planning permission may be obtained retrospectively and this is something that it permitted.</p> |

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| | <p>There is unlikely to be an issue with the permission as the work is an extension to an existing building.</p> <p>There were no further financial updates and further finance information will be provided in the February meeting. DW did confirm that the school's finances were looking healthy.</p> |
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| AGENDA ITEM 8 | COMPLIANCE |
| Discussion | <p>Chair's Action ML and LH had discussed the pay committee. It had been agreed that there would be a review of staff targets in April but that may have to go on hold as a result of the current situation.</p> <p>Principal's Action</p> <p>Q: One bubble has closed as a result of a family testing positive. Have there been any other positive tests? A: DW confirmed there had been no other positive tests?</p> <p>Safeguarding</p> <p>SE advised that he had created an annual safeguarding report to governors which was circulated in advance of the meeting to ensure consistency of reporting across the schools. It will be for governors to determine when it is the most appropriate time to receive this information.</p> <p>Website</p> <p>This was discussed in agenda item 4.</p> |

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| AGENDA ITEM 9 | GOVERNANCE |
| Discussion | <p>Governor Training</p> <p>One suggestion from the Trust training session was for governors to join a Zoom lesson to speak to children and this is something that governors may want to consider.</p> <p>Governor Visit Reports</p> <p>There were no governor visit reports.</p> <p>Membership and Terms of Office</p> <p>CC term of office expires in June 2021 and will require a staff election to take place.</p> <p>ML term of office expires in June 2021.</p> <p>HS term of office expires in October 2021 and will require a parent election to take place.</p> |

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| AGENDA ITEM 10 | GOVERNANCE UPDATE |
| Discussion: | <p>Governors received and noted the CAT Governance Update.</p> <p>SE has produced an Ofsted Inspection documents that covers all of the different areas that an inspector may look it and how governors can collate information for an Ofsted file.</p> |

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| AGENDA ITEM 11 | DATE OF NEXT MEETING |
| Discussion: | Thursday 11 th February 2021 at 6pm |

