



**PART ONE AGENDA – MEETING 6
OF THE LOCAL GOVERNING BODY MEETING
OF KELSALL PRIMARY SCHOOL**

Date	Thursday 18th March 2021 at 6pm
Venue:	Via Teams

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

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

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

AGENDA ITEM 3	PART ONE MINUTES OF MEETING 5 – FEBRUARY 2021
Discussion:	The Part One Minutes of Meeting 5 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 5 February 2021 be accepted as a true and accurate record. All agreed.

AGENDA ITEM 4	REVIEW OUTSTANDING ACTIONS
Discussion:	ML to meet maths lead. COMPLETE Met has met with the maths lead to review the maths action plan. The main action was for the creation of a catch-up programme. Discussions include the effectiveness of actions plans and whether it may be more beneficial for a pre-teaching programme before a lesson to help children feel more confident in participating in a lesson. The maths lead is looking at using a mastery approach to maths using Power Maths.

	<p>There are plans to work with the maths hub on the Wirral and ML to speak to the hub's lead for some recommendations. It was also suggested that it would be beneficial if all of the schools across the Trust could work together on this programme.</p> <p>ML and the maths lead spoke about how to support parents either through a calculation policy or videos that could show parents how the school approaches maths. There is a good opportunity for this to be worked on during the summer term so that it can be in place for the start of the new year.</p> <p>Nursery update to be discussed in summer term including how to increase capacity in the nursery. ONGOING JB will to speak to nursery staff about the intention of the development plan and what is likely to be different about the nursery once the plan has been achieved.</p> <p>AC to confirm dates that S106 money needs to be spent by. COMPLETE The S106 money has to be spent by August 2021. Governors have, since the previous, meeting approved that the work can go ahead.</p> <p>DW to provide data from March to Autumn 2. COMPLETE DW reported that because of the impact of lockdown, the data from March to Autumn 2 would not provide governors with any useful information. DW will review the spring data and to report back to governors.</p> <p>Safeguarding audit to be shared with HS. COMPLETE HS has reviewed the audit which is a very comprehensive audit of safeguarding across the school.</p>
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AGENDA ITEM 5	WELL-BEING UPDATE
	<p>A well-being survey of staff indicates that some staff are feeling anxious but that staff are generally well. One staff is currently working from home and will be returning on 1st April.</p> <p>Staff are understandably feeling tired as the return to school has been very intense. Covid safe measures in place include staggered start and finish times, regular handwashing and ensuring windows are kept open. To assist staff well-being, staff meetings are limited although there are still opportunities for staff to have professional conversations over Zoom. A new boiler has been purchased and this has had a positive impact on staff morale.</p> <p>It is DW's view that teachers know their classes the best and if they want to focus on children's well-being then they have the freedom to do so. Emotional literacy staff are working with a number of children.</p> <p>There are no plans to introduce new schemes of work at this stage and teachers are using the outdoor areas more.</p> <p>DW does ask how staff are doing and staff know that he is always available to answer any questions or if they have any concerns.</p>

AGENDA ITEM 6	EDUCATIONAL PERFORMANCE
Discussion	<p>Looked After Children</p> <p>There are two looked after children in the school, they are doing well and are receiving the support they need.</p> <p>Curriculum Focus</p> <p>This was deferred to a future meeting.</p>
	ACTIONS

To agree a curriculum focus area for discussion

AGENDA ITEM 7	HR/ FINANCIAL PERFORMANCE
Discussion	<p>Staff Training</p> <p>It has been difficult to access formal training during lockdown but staff have undertaken a lot of ad-hoc training. They have learnt a lot about online learning and programmes, such as Seesaw, will continue to be used.</p> <p>Trust are looking at development of leadership across the Trust and this is also included in the School Development Plan.</p> <p>It was agreed that a member of staff would be invited to the next meeting to talk about the training and support they have received. ML and LH to meet in advance to discuss how to best utilise this session.</p> <p>GDPR Link Governor</p> <p>LH has agreed to take on the role of GDPR link governor and she attended the GDPR link governor hub meeting. There was a general discussion about how the GDPR audit could be completed during lockdown and the need for data protection training.</p> <p>LH has a knowledge of GDPR in her professional capacity and she highlighted that all governors all share a responsibility for GDPR and she agreed to provide an overview of the Regulations which she will share with governors.</p> <p>Clerk to clarify the position in relation to GDPR governor visits and training.</p> <p>It was noted that the Business Manager who has responsibility for GDPR in the school is very thorough in relation to GDPR. She has completed GDPR refresher training and will always ensure that third-party agreements are entered into where required.</p> <p>Approval of expenditure under the Scheme of Delegation</p> <p>There were no items of expenditure requiring approval under the Scheme of Delegation. There are proposals for the use of the Sports Premium money and this will be presented to governors at the next meeting.</p> <p>DB advised that he will be meeting with LJ to review the school's finances and will report back at the next meeting.</p> <p>It was also noted that the numbers at the before and after-school club are increasing and the deficit may not be as big as previously anticipated. A further update will be provided at the next meeting.</p>
	<p>Actions</p> <p>Member of staff to be invited to the next meeting to discuss staff development.</p> <p>ML and LH to meet to discuss staff development prior to the May meeting.</p> <p>LH to provide an overview of GDPR for governors</p> <p>Clerk to clarify with the Director of Operations the position in relation to GDPR governor visits and training.</p> <p>DW to provide an update on proposals for the spend of the Sports Premium money.</p>

	Finance update to be provided at the next meeting to include an update on use of the before and after-school club.
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AGENDA ITEM 8	COMPLIANCE AND SAFEGUARDING
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Discussion	<p>Chair’s Action</p> <p>The Chair had not taken any urgent actions on behalf of the LGB.</p> <p>Principal’s Action</p> <p>The Principal had not taken any urgent action on behalf of the LGB.</p> <p>Safeguarding Governor Report</p> <p>HS has completed a Safeguarding Governor visit and she fed-back to governors in a previous meeting.</p> <p>POST MEETING ADDENDUM: The Clerk clarified with the CEO that the Annual Safeguarding Governor report template can be rolled out in the new academic year.</p> <p>Quality Assurance</p> <p>The completed QA document for the spring term will be circulated with the papers for the next meeting for governors’ approval.</p>
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	<p>Quality Assurance Document for the spring term to be circulated in advance of the next meeting</p>
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AGENDA ITEM 9	GOVERNANCE
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Discussion	<p>Governance – Forward Planning</p> <p>There was a discussion of the LGBs priorities which had been agreed by governors at the start of the academic year and which were put on hold because of the impact of covid. It was agreed that link governors would meet with the relevant member of staff to discuss how are ensuring that work is taking place on development priorities ready for the new academic year. The following visits were agreed:</p> <p>Literacy - HS Maths - ML Behaviour and Attitudes – MG Development of Leadership – LH to link with DW to review professional development across the school. Connected Curriculum – MG Early Years – JB Monitoring and Assessment including review of the Star system - HSi</p> <p>Development of the RSE curriculum was deferred to a future meeting.</p> <p>Further collaboration through the No Outsiders programme was deferred to a future meeting until the start of the new academic year.</p> <p>Governor Training</p>
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	<p>LH attended the Articles of Association and Scheme of Delegation training session. She reported that despite some technical hitches the training was useful.</p> <p>The next Trust governance training session on triangulating evidence is to be held on Thursday 22nd April 2021 at 6pm via Teams.</p>
	<p>ACTIONS</p> <p>Link governors to complete visits in the summer term.</p>

AGENDA ITEM 10	TEACHERS' PAY CONSULTATION
Discussion:	<p>The Teachers' Pay Consultation document was circulated in advance of the meeting for governors' comments. The proposal would make pay across the Trust more aligned with other schools. It brings pay parity across the Trust and this is beneficial for the retention of staff.</p> <p>Q: Is there any possibility that, if implemented, some teachers could ask for a pay review?</p> <p>A: The pay scales are being adjusted and if a teacher is in the middle of a scale then they would go up. DB and DW will review this to ensure that no staff are making out.</p> <p>Governors agreed that the proposal was a good one and thanked the Trust for their work.</p>

AGENDA ITEM 11	AOB
	<p>DW will provide an update on the work of CLTA at the next meeting. Teaching schools are to be de-designated but the work will continue through super-hubs. This will impact on KPS because the school is paid one day per week of DW's salary although it is anticipated that the work of CLTA will be able to continue for at least the next three years.</p>
	<p>ACTIONS</p> <p>CLTA update to be included on the next agenda.</p>

AGENDA ITEM 12	DATE OF NEXT MEETING
Discussion:	Thursday 13th May 2021 at 6pm

There were no Part Two discussions