



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

Date	Thursday 20th January 2022
Venue:	Via Teams

Attending (Governors):	
David Wearing (DW) Martin Little (ML) Chloe Hook (CH) Sarah White (SW) Holly Stowells (HS) Emma Gildea (EG)	Principal Co-opted/Chair of Governors Staff Staff Parent Co-opted
Apologies: David Bingle (DB) Jane Briggs (JB) Melissa Goodyer (MG)	Co-Opted/Vice Chair of Governors Parent
Absent: Natalie Kirkness (NK) Sarah Currell (SC)	Parent Parent Parent
Also in Attendance:	
Debbie Tomkinson	Governance Professional

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

AGENDA ITEM 2	DECLARATION OF PERSONAL & PECUNIARY/BUSINESS INTEREST (Statutory)
Discussion:	There were no conflicts in relation to any of the agenda items. No new interests were declared.

AGENDA ITEM 3	CHAIR'S ACTION
	The Chair had not taken urgent decisions taken on behalf of the local governing body.

AGENDA ITEM 4	PRINCIPAL'S ACTION
	Covid Update DW provided governors with a Covid update. Classes have been kept as they are and parents are asked to wear masks in the playground. When staff meet in person they will wear face coverings and individuals will be able to make their own personal choices after the rules change on 27 th January.

	There have been minimal numbers of children affected with one or two children confirmed positive in different classes each week. One member of staff tested positive at the beginning of term. The impact on teaching and learning has been minimal.
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AGENDA ITEM 5	PART ONE MINUTES OF MEETING – NOVEMBER 2021
Discussion:	The Part One minutes of the meeting of 17 th November were circulated in advance of the meeting and were accepted as a true and accurate record. All agreed.
DECISION	RESOLVED: That the Part One Minutes – 17th November 2021 be accepted as a true and accurate record. All agreed.

AGENDA ITEM 6	MATTERS ARISING
Discussion:	<p>Governors to complete annual declarations forms. ONGOING</p> <p>Governors to complete Skills Audit and clerk to collate results. COMPLETE</p> <p>Governors to confirm they have read the KCSIE statutory guidance. COMPLETED</p> <p>Annual Safeguarding Report to be included on next agenda and HS to complete safeguarding governor visit.</p> <p>The S175 audit is completed by the Designated Safeguarding Lead. HS has reviewed safeguarding and focuses on key aspects such as the Single Central Record, Safer Recruitment procedures and safeguarding policies as there is some overlap with other compliance documents such as the website compliance checklist. HS also spoke to SW about staff’s understanding of safeguarding matters.</p> <p>It was suggested that it would be useful for governors to have a checklist of the main areas of safeguarding. This would enable any areas of concern to be flagged and governors would have the opportunity to ask questions on this.</p> <p>No definitive checklist for governors so would be good to have a checklist don’t want anything to slip and may be a concern if Report for next time for questions. COMPLETE</p> <p>School Improvement Record of Visit to be included on next agenda. Included under agenda item 8. COMPLETE</p> <p>JB to review website compliance. Included under agenda item 10 – acronyms on audit and include on next agenda. ONGOING</p> <p>MG and EA to complete link governor visit on the connected curriculum. It was suggested that it may be useful for a sub committee of governors to take a wider look at the connected curriculum and ML to circulate suggested dates. NEW ACTION</p>

AGENDA ITEM 7	VISION AND STRATEGY
Discussion	<p>School Development Plan/Strategy</p> <p>It was agreed that the progress against the SDP/strategy document to be discussed in further detail by a sub-committee of governors.</p> <p>It was suggested that the update on progress highlighted that a lot of actions had taken place but that it would be beneficial for governors to have an understanding of the impact of these actions.</p> <p>Governors noted that it was very positive that such a lot of work has taken place and they thanked staff for their efforts.</p>

School Improvement Report

The peer review report was very comprehensive and commented on a lot of good things that were taking place in the school. The report also highlighted that staff had been challenged during the process.

The local authority (LA) report was very complimentary. Outstanding schools were not previously able to receive support from the LA but this year, this was offered to all outstanding schools. The review was undertaken by a current Ofsted inspector who provided a comprehensive review of the data along with appropriate challenge.

Q: What does the comment about children not consistently using green pen mean?

A: Children will use a green pen when they review their own work. DW accepted that this was a fair comment and teachers are looking at what impact this has and if it helps move children forward. The maths team are currently trialling whole class feedback.

Q: What would be seen in books where it is used well?

A: Children would independently review the suggestions or children will have had the chance to correct any errors and have another attempt.

The most powerful feedback is at the point of learning or later in the same day so that they can reflect and identify where they have gone wrong.

Q: How is feedback being developed?

A: There will be a review of books to see how it is being used. Other schools give whole class feedback and this gives teachers the opportunity to immediately address misconceptions and provide examples. CH has trialled whole class feedback with her class and there are plans to roll this out across the schools.

Q: Would the introduction of pupil progress meetings be effective?

A: These need to be introduced as it would be beneficial to have a more formal and structured process to link with the SEND system.

Teachers do have a class context sheet which details those children 'on watch' or 'first concerns' or who have EHCPs. This is now more structured so no child will fall through the gaps.

Q: A recent report has suggested that using synthetic phonics does not improve reading. Is there a point where schools can over-emphasise the importance of phonics?

A: There is a push on phonics in school but reading is strong at Kelsall. It is important that any measures do not impact negatively on children's love of learning. In Y1 and Y2 children are given books that match the sounds they are learning but they also have the opportunity to choose any other book from the library to try and develop a love of reading.

Read, Write Inc is not used in its purest form. The system was adapted as it did not fit with the school's ethos. It is possible that inspectors may want to see it being used in its purest form but it is right to deviate from this at Kelsall. It is important that the curriculum is responsive to the needs of the children in the school.

There was a comment in the peer view that the big picture of the curriculum was not clear to all staff. DW did not consider that this was accurate as this has been addressed in discussions about the connected curriculum.

The reviewer also made reference to high ability and low ability children – this is not the terminology that is used in the mastery approach to maths as all children are being pushed to develop.

AGENDA ITEM 8	EDUCATIONAL PERFORMANCE
Discussion	Report on Teaching and Learning

	<p>A review of the Y1 data highlighted that Y1 children would benefit from some additional support. A teaching assistant (TA) has been appointed to work with the children every morning. The impact of Covid has meant that the younger children are still understanding how to learn. DW and SW support with behaviour management and the TA support is directed to where it is needed most.</p> <p>DW will usually undertake formal lesson observations but this has not been possible due to Covid. He does visits classrooms daily and this gives him an understanding of the teaching and learning that is taking place. What he has seen is very good teaching and some great outcomes from the children.</p> <p>The atmosphere in the classrooms is calm and children are keen to learn.</p> <p>There are plans for more formal lesson observations with constructive feedback to take place this term. Teachers will be able to choose which lesson is observed. Maths and literacy leads monitor their subjects and there are plans for teachers to have some release time to enable them to view the practice of other teachers.</p> <p>Q: Do subject leaders receive coaching? A: Not at the moment and this is something that needs to be reviewed. There have been some staffing changes and that has released some time for leaders to work on their subjects.</p> <p>The trust are also looking at ways subject leads can receive appropriate training.</p> <p>DW advised governors that he will produce a monitoring cycle for the February meeting.</p> <p>Governors recognised the importance of staff development and monitoring and observation is part of this development. Governors also stated that they were keen to spend some finances on professional development.</p> <p>Pupil Progress and Attainment</p> <p>Autumn outcomes data was circulated in advance of the meeting. Further discussions on pupil progress and attainment will take place at the sub committee meeting.</p>
	<p>ACTIONS DW to produce teaching and learning monitoring cycle</p> <p>Governors to discuss pupil progress and attainment at the meeting of the sub committee.</p>

AGENDA ITEM 9	HR/FINANCIAL PERFORMANCE
	There were no items requiring approval under the Scheme of Delegation.

AGENDA ITEM 10	COMPLIANCE AND SAFEGUARDING
Discussion:	<p>Attendance</p> <p>Governors received a report on attendance. There is no persistent absenteeism and there is good attendance across the school considering the impact of Covid.</p> <p>Medical Register</p> <p>The anonymised medical register was circulated in advance of the meeting. The school holds registers for children with asthma, allergies and any other medical needs. If a child has a need staff will speak to parents to discuss any care plans that may be in place. If necessary, staff will receive relevant training such as diabetes training.</p>

All first aiders and paediatric training is up-to-date. Each class teacher and any clubs are informed of a child's needs and there is regular communication with parents. Alarms are set for when epi pens run out.

Governors thanked staff for ensuring that all appropriate measures are in place.

Operation of Policies

DW advised that training for first aiders is up-to-date and staff have received additional online training. The policy is working as it should.

Before and After School Club Provision

DW advised that every parent who wants their child to use the clubs are able to do so. Attendance is not where it was but is improving. Staffing levels are appropriate, there is a flexible booking system in place and the quality of provision is good.

Residential Visits

All visits are risk assessed by the LA who have a statutory duty to check visits and so governors can be confident that risk assessments have been completed. The school will take public health advice in relation to Covid.

The following residential visits are planned

Y3 Tattenhall
Y5 Isle of Man
Y6 Tarporley

Governors confirmed their approval of the residential visits.

Website Compliance

JB to provide update on website compliance at the next meeting.

Parent Survey Results

Parent survey results were circulated in advance of the meeting. DW advised that in one response in relation to bullying, the parent had not raised any concerns with the school. Following the survey, the family has been given the opportunity to talk about any issues they may have.

One parent emailed DW to say that they disagreed with the comment that the school develops the whole child but the reason for this was because the school was not offering clubs at the time. Clubs are now back in operation including external clubs.

S175 Audit

S175 audit to be included on the next agenda.

Quality Assurance

Governors approved the autumn term quality assurance document.

Policies

The draft CAT Menopause Policy was circulated in advance of the meeting for governors' comments. Governors were of the view that it was a positive policy and it is important that staff are given the opportunity to talk about this issue and request changes.

ACTIONS

Update on website compliance to be included on the February agenda.

S175 audit to be included on the February agenda.

AGENDA ITEM 11	GOVERNANCE AND RISK
Discussion:	<p>Skills Audit</p> <p>The results of the skills audit were circulated in advance of the meeting. ML will discuss the skills audit during governor one-to-ones.</p> <p>Assessment Link Governor</p> <p>It was agreed that DB would be appointed assessment lead governor.</p> <p>Governor Vacancies</p> <p>There is one co-opted governor vacancy and it was agreed that it would be beneficial to have a governor with business and HR experience. Clerk to advertise on Inspiring Governance</p>
	<p>ACTIONS</p> <p>Clerk to advertise co-opted governor vacancy on the Inspiring Governance website.</p>
AGENDA ITEM 12	ITEMS FOR NEXT MEETING
Discussion:	<p>Update on connected curriculum</p> <p>Plans for spending reserves</p>
AGENDA ITEM 13	DATE OF NEXT MEETING
Discussion:	<p>Thursday 10th February 2022 at 6pm</p>

There were no further discussions