

Park Lane Primary School

Minutes of the Full Governing Body Virtual Meeting Tuesday 11th May 2021 At 6.30 p.m.

The meeting commenced at 6 p.m. with a 30 minutes presentation by Dr. D Ramsey
'The Governors' role in achieving an outstanding judgement from Ofsted'

Present: R Litten (Executive Head), T Bennett-Tighe (Chair), P Cornell (Vice Chair), C Cornell, H Grainger, L Porter, O Sharma, D Wyatt, L Randle, J Fernie

Apologies: S Collier (Vice Chair), A Ding, D Stone (apologies received by the Chair and Clerk after the meeting)

In attendance: D Ramsey (CEO), R Bains (Deputy Executive Head), J King (Trustee), K Deplancke (Clerk)

| Item of business | | Action |
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| 1 | Welcome and Apologies for Absence | |
| 1.1 | TB-T opened the meeting by welcoming everyone and introducing JF, newly appointed governor. All attendees introduced themselves. | |
| 2 | Declaration of interest | |
| 2.1 | There were no declarations of interest. | |
| 3 | Minutes of the last meeting | |
| 3.1 | Minutes of the meeting of 9.3.21 were approved. Proposed LP Seconded HG | |
| 4 | Matters Arising | |
| 4.1 | 5.1 The meeting between DW and RL regarding project management has not taken place yet. DW felt this was something that would probably happen more often when it can take place face to face. RL queried the action regarding the plans being shared every two weeks and it was agreed that the Gantt charts etc. should be shared every half term. The Equalities training was undertaken by TB-T. Equaliteach have been invited to interact with the school again so the information could be shared with governors in the future. The next training is for anti-racism. Q. Did the tutors do some work with the children in school as well? A. Yes, at Park Lane they worked with Year 6 and at New Road with Years 5 and 6. They have workshop style presentations for all year groups. We need to keep re-visiting this theme over a number of years. 9.1 DR will deliver a training about the Education Endowment Foundation at the next meeting. | |
| 5 | Head's Report | |

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| 5.1, 5.2 & 5.3 | <p>This report had been uploaded onto TEAMS ahead of the meeting giving governors an opportunity to read the document ahead of the meeting. RL highlighted the key points.</p> <p>Corona Virus</p> <p>RL reported there are few concerns with regard to Covid.</p> <p>Q. Will there be any changes with regard to masks? Will there be changes at Park Lane from the 17th?</p> <p>A. The advice remains that in communal areas masks are to remain. Masks do not have to be worn in the classroom but to be worn in busy corridors.</p> <p>Q. Will parents still have to wear masks outside? Will that change next week?</p> <p>A. Thoughts are that we remain cautious. We are reluctant to drop any restrictions at the moment.</p> <p>Q. Has parental engagement been good?</p> <p>A. Yes at both schools. Ninety nine percent of parents and visitors are co-operative.</p> <p>Q. Has anything needed changing on the Risk Assessment?</p> <p>A. Not at the present time. It is a standard item at SLT meetings where we ask if we need to change anything week by week so the document could be changed quickly.</p> <p>Early Years Curriculum</p> <p>RL stated that when referring to Early Years we must remember that the nursery is part of that. We have a new Improvement Partner, Kate Robinson. The nursery have responded to the feedback and we have a new curriculum framework based on what three year olds can achieve.</p> <p>Phonics and Early Reading in Nursery</p> <p>Q. You said there are some areas in the Nursery that need improving. Is there anything that parents can do to help in that area?</p> <p>A. At the moment no. The main improvement is to improve the outside area. The area had been stripped down to enable easier cleaning so we can now start to put things back.</p> <p>Early Career Framework</p> <p>RL explained that the outline for this requirement has been included to make the governors aware.</p> <p>Staffing Update</p> <p>The EYFS lead is moving into his family business. Interviews for a replacement are taking place on Thursday. Three strong candidates have been shortlisted although one has withdrawn today for personal reasons.</p> <p>Q. Do you have many vacancies for 1:1 TAs or do you anticipate needing to recruit?</p> <p>A. We have one advert for a 1:1 TA at the moment. We are thinking about deploying some of the lunchtime supervisors who have a level 1 or 2 qualification to help them get back to working with the children. We have also been adjusting contracts so that part time staff work full time to utilise</p> | |

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| <p>the resources we have.</p> <p>Behaviour and Attitudes</p> <p>There has been one racist incident since the last meeting.</p> <p>Q. Are you able to provide information about the racist incident?</p> <p>A. A young child in the hearing of a child of mixed race said the N word. The mixed race child did not hear the word but another child relayed the comment which resulted in the mixed race child being upset. This then constitutes a racist incident, the parents were contacted and it is formally recorded.</p> <p>Q. Are we confident that the staff who may have heard this are ok and supported?</p> <p>A. All staff who heard it know that this type of behaviour is not tolerated and know that we will explain to the child that this is not acceptable.</p> <p>Q. You said that the incident is recorded. Is that on internal records or to the Local Authority (LA)?</p> <p>A. It is recorded on our racist incident log which is kept locked in the Head's office. The LA also have Pride recording so it would be registered there too.</p> <p>Q. Does that include the name of the child?</p> <p>A. That is the name of the child. With our Prevent hat on if the child begins to demonstrate radicalised behaviour or shows signs of white supremacy that would be a red flag to us about what that child is being exposed to in their community.</p> <p>Attendance</p> <p>Attendance is looking very good. With the weekly attendance rates we are able to compare with other schools in the town and the local area and we are 10% higher than other schools in the local area. We are lucky that we have not had an outbreak in our school and have maintained the trust of the community and the parents who are happy to send their children to school knowing they will be protected.</p> <p>DR felt that the culture of care in the school is what is being appreciated by the parents.</p> <p>Q. Are staff doing lateral flow tests twice weekly?</p> <p>A. Yes all staff are encouraged to take part.</p> <p>Q. How are you finding the children generally?</p> <p>A. Overwhelmingly positive. When I look into classrooms everything feels good.</p> <p>Governors expressed their gratitude at the staff keeping in touch with parents and the work they have done. RL will feedback to the staff at the next meeting.</p> <p>LP informed the meeting that she and Sue Bradshaw have undergone training in mental health in order to help any staff who are struggling.</p> <p>School Profile</p> <p>RL reported that the school is full but this will generate more funding. Park Lane is the only school in the area that is oversubscribed in a low birth rate</p> | <p>RL</p> |

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| <p>year. Reception 2021 There are 12 pupils on the waiting list for places in September. Parents have been invited to consider New Road if their application to Park Lane is unsuccessful. School Improvement Plan (SIP) RL explained the use of the Gantt charts as mentioned in his report. In view of the unpredictable situation with regard to the pandemic these are easier to change and adapt. The school will be producing a traditional plan but in the form of Gantt and Sprint charts. Q. When will you be able to update the LGB on how the children are progressing since their return? A. The children have been assessed. RB has applied the data and we are currently moderating. Hopefully by next week we will be able to report back to the LGB and the Trust. TB-T and OS have requested a visit to look at blended and remote learning. RL explained that the children have been classed as being in two groups in order to assess the impact. Higher engagers are those who were completing and returning 50% or more of the tasks set by the teachers, low engagers those who were returning 49% or less. The contrast between the two groups is stark and staff are also contrasting these groups against the children who were in school. This will give governors a clear picture of the impact. Q. Is there going to be a more formal assessment at the end of next term? A. Yes, there will be exit assessments, probably by Pixl. We will be able to compare with the Pixl from the beginning of the year. Q. With the low engagers, will you be able to share with us what you are doing to help them catch up? A. I am sure that the strategy will be very clear. At the present time we are aware of gaps in children's learning. We are addressing those gaps in a number of ways. We have catch up teachers who are remotely based who are working with those children. Q. What percentage of children are the low engagers? A. Typically 25% in each year group. Phone calls were made and every effort was made by staff to enable those children to be supported at home. Q With those children who had high engagement but did not achieve what the teachers expected have things been put in place to help them? A. Those children who did engage and returned a large number of tasks but did not achieve as much as the teachers would have liked will be given every support. Q. The additional Covid funding I know some has gone on catch up teachers. Is that all spent or is there any more that you can do things with? A. Yes there is some room. Most has been spent on additional teachers but there is some wriggle room which was for a national tutoring scheme which we have now decided not to use as we are going to use the existing</p> | |

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| 5.4 | <p>teachers.</p> <p>Q. Have you been able to assess the impact of those two teachers on the progress of the children? Are you able to comment on this?</p> <p>A. There were baseline and will be exit assessments but I do not have that information at the moment but can pull that information together for you.</p> <p>Curriculum Review</p> <p>A large amount of work has taken place with regard to the curriculum review. The focus is ensuring that the children gain knowledge that will stay with them for a lifetime rather than cramming information.</p> <p>Thanks were extended to all those involved in this process. The use of Gantt and Sprint charts is helping to focus all discussions and break it down into small tasks thereby achieving more. There are a few red areas but these are things to be worked on. This is a working document so things can change.</p> <p>The Prevent duty is flagged up as red and RL is booked on a Prevent refresher training. This is a duty that was thrust on schools at a time of heightened terrorist activity in the country relating to radicalisation. Schools were asked to be more vigilant and the focus now is on any type of radicalisation.</p> <p>Q. Is this something that governors should undertake as part of our regular refresher training for governors?</p> <p>A. Yes, governors should be doing that.</p> <p>Action: Governors to undertake Prevent refresher training.</p> <p>Finance</p> <p>We are working on the budget on a month on month basis but no clear figures at this moment. At this point in the year there is a significant underspend of about £60,000 of unallocated money. Discussions are ongoing about how to spend this money, IT provision being one of those. Any money not spent will go into a Trust reserve to be used for the benefit of the schools going forward.</p> | All |
| 6 | Safeguarding and Child Protection | |
| 6.1 | <p>RB reported that the school had a safeguarding audit in March with the LA. This took place over four sessions and the outcome was generally good. We need to make sure that staff have regular updates.</p> <p>Prevent training has taken place for teaching staff. We have signed up to online training from Every. Governors at New Road have also accessed this training and are in the process of completing GDPR and Whistleblowing. If all governors at Park Lane are in agreement they will also have online training accounts set up.</p> <p>RB explained that at staff meetings she is setting a quiz regarding safeguarding. The process is the same as that used for the children, recap of knowledge already learnt along with new knowledge.</p> <p>Equaliteach</p> | |

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| | <p>RB and PI have done Educational Visits and Co-ordinator training. This is guidance about school trips and residentials etc.</p> <p>RB explained the Every training programme and KD will arrange accounts to be set up.</p> <p>Q. Have there been any significant safeguarding issues now all children are back in school?</p> <p>A. We have seen some children refusing to come into school. There is a slight increase in the number of domestic violence incidents. Everybody has done basic Child Protection (CP) training. New governors will have to do the CP training.</p> <p>LP has completed safeguarding with Ali Brudenell and the report has gone to SC.</p> | <p>Clerk</p> <p>RB</p> |
| 7 | Risk Register | |
| 7.1 | <p>All members of staff have completed fire training through the Every online training so we can now close that off on the register.</p> <p>This document will be looked at each meeting to ensure that close off dates are being achieved.</p> | |
| 8 | Health & Safety | |
| 8.1 | Nothing to report | |
| 9 | Trust Report | |
| 9.1 | <p>DR reported that there has been lots of curriculum development across the schools and he has been meeting with teachers about the curriculum plans. There is to be an upgrading of IT which should hopefully happen in the summer holidays.</p> <p>Work is going on with regard to peer on peer abuse.</p> <p>The Trust is working on the expansion of Sir Harry Smith, moving from 6 to 8 form entry. Ten million pounds is set aside for the project. This will be of great benefit because as the number grow at the primary schools there will be the places at the secondary school.</p> <p>Work continues on the Vision and Values following consultation with staff.</p> <p>DR is representing the Trust on the East of England Head Teacher's Board.</p> <p>He was pleased to say that he had read a book to the Reception children at New Road and would be happy to do the same for Park Lane.</p> | |
| 10 | Policies | |
| 10.1 | <p>The PSHE and RSE policies had been shared with the governors ahead of the meeting. The RSE policy has also been shared with parents. This is in accordance with the consultation process and these policies are now being put before the governors for approval.</p> <p>RL stressed that there will be a carefully worded letter sent to parents at the end of this week or next week detailing specifically the changes in the RSE policy. In particular the fact that teachers will hold in equal esteem all family structures including marriage, single parent families, same sex relationships or any other family structure. Following a question from a governor RL stated that not every family relationship will be explored but none will be excluded either.</p> | |

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| <p>Q. Has there been much response regarding the policy content? Has any parent chosen to withdraw their child from the non-statutory components?</p> <p>A. So far no feedback and no requests for withdrawal.</p> | |
| <p>11 Governor Specific Items</p> | |
| <p>11.1 Governor Visit Reports have been uploaded onto TEAMS.</p> <p>11.2 LR has undertaken Induction training, attended a termly briefing and is joining a safeguarding training on the 12th May.</p> <p>TB-T has completed Equality training.</p> <p>11.3 A Link Governor is required for the PSHE and RSE policies.</p> <p>LR and JF volunteered</p> <p>11.4 A discussion took place on whether governors should continue with meetings via TEAMS or whether it would now be possible to go into school.</p> <p>DR felt that governors should consider if it is necessary to meet face to face every time.</p> <p>It was agreed that meetings would carry on virtually until the end of this school year. Perhaps after that meetings could be face to face once a term and the rest on TEAMS.</p> <p>Another suggestion was that perhaps governors of all the schools and the trustees could meet once or twice a year for training and refreshments and build relationships that way.</p> <p>This item to be carried forward to the Agenda for the next meeting.</p> | Clerk |
| <p>12 The Big Ask</p> | |
| <p>12.1 TB-T wondered if Park Lane is taking part in the Children's Commissioner's Survey. RL explained that the survey has just been sent home to parents of both schools asking parents to complete it with their children. The original idea was to complete it in school but it was felt that the time in school was better spent on catch up.</p> | |
| <p>13 Any Other Business</p> | |
| <p>13.1 Transition from Year 6 to Year 7</p> <p>It was asked if there would be any transition visits this year for the Year 6 children. DR stated that guidance has just come in and face to face transition visits are being frowned upon. Schools need to be aware of the risks involved. There has been no Trust discussion yet because the guidance has only just been received. It may be that outdoor meetings with form tutors can take place.</p> | |
| <p>12 Agreed actions for Governors</p> | |
| <p>12.1 Item 5.1 RL will feedback to staff the governors' gratitude for the work that has been done during the pandemic.</p> <p>All governors to undertake Prevent refresher training.</p> <p>Item 6 KD will arrange for training accounts to be set up for governors.</p> <p>6.1 RB to organise CP training for new governors.</p> <p>Item 11.4 Should meetings remain on TEAMS to go on the Agenda for the next meeting.</p> | <p>RL</p> <p>All</p> <p>Clerk</p> <p>RB</p> <p>Clerk</p> |

Aspire Learning Trust



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| 13. | Date of next meeting | |
| 13.1 | Tuesday 22 nd June 2021 | |

The meeting ended at 8.10 p.m.

Signed:
Chair of Full Governing Body

Date: