

Park Lane Primary School

Minutes of the Full Governing Body Meeting Tuesday 29th September 2020 At 6.30 p.m. (Virtual meeting via TEAMS)

Present: R Litten (Executive Head), T Bennett-Tighe (Chair), S Collier (Vice Chair), P Cornell (Vice Chair), L Porter, A Ding, D Casbon, H Grainger, C Cornell

Apologies:

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

Item of business		Action
1	Welcome and Apologies for Absence	
1.1	TB-T welcomed everyone to the meeting.	
2	Declaration of interest	
2.1	None.	
3	Minutes of the last meeting	
3.1	The minutes of the meeting of 23.6.20 were approved and will be signed at the earliest opportunity. Proposed SC Seconded LP The minutes of the Extraordinary meeting of 27.8.20 were also approved as a true and correct record.	
4	Matters Arising	
4.1	Item 7.1 Q. Are the appeals for places still ongoing? A. One was successful, the remaining three were unsuccessful, a fifth appeal has been lodged today. Q. Do you have any further information on the Health & Safety policy? A. The policy is with the Trust led by DR.	
5	Head's Report	
5.1	This report had been circulated ahead of the meeting. RL highlighted the main points and invited questions. Attendance The attendance figures are strong, at 95%, other schools in the area are reporting 85-93%. School Profile The number on roll is looking strong, five more children should be joining the school, but after the census date, taking the roll to 415. This is the most children to have been on roll since RL joined the school. Q. Which year groups are the new children coming into?	

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<p>A. One is going into Year 6 and one in Year 4, these are looked after children, there will be another child in Year 5 and a further child in Year 1.</p> <p>Reopening of the School</p> <p>The reopening of the school has been successful. A number of the governors have had conversations with parents and the comments have been very positive with both parents and children being happy with the arrangements that have been put in place.</p> <p>RL explained that there will be three priorities going forward as listed in his report. Priority 1 is probably the same throughout the country and is making sure the children catch up. Priority 2 is about improving the online provision in case of another lock down.</p> <p>Priority 3, Nurture for Learning, is for children who, for various reasons, have difficulty fitting into the school community.</p> <p>Q. Is it still the intention to move towards SATS and prepare normally depending on the Covid 19 situation?</p> <p>A. At the moment there is a firm intention from the government to have all SATS in place at the end of the year.</p> <p>Q. Do we need to apply for lap tops for children as set out by the government?</p> <p>A. We registered for the first lot of lap tops but were unsuccessful. Sir Harry Smith have registered as a broker so we can access through them in the future.</p> <p>Q. Have you any idea of how many children you might want to apply for?</p> <p>A. Not at the moment. We are looking at seesaw and looking at how many children were not engaging with the online emails. We need to understand why that was the case and if IT was a problem this needs to be addressed.</p> <p>Targets</p> <p>RL explained that these are very ambitious targets because staff are very keen to allow these children to catch up. Pixl is being used to identify gaps and a lot of time is being spent on English and Maths but also looking at the wider curriculum.</p> <p>The phonics target is very high compared to the national average, 92% compared to the national of 85%.</p> <p>For KS2 the combined national average is 65% and our target is 83%.</p> <p>Q. How realistic is it that you will meet these targets?</p> <p>A. At the moment it is based on existing and pre-existing data, which is a good measure of what they children have achieved in the past. Also based on how they have come back to school.</p> <p>Phonics Catch Up</p> <p>LP informed the meeting that all the children in Years 1 & 2 were assessed. A lot of children are on the intervention programme of 5 – 10 minutes in the afternoons. All the children are having RWI lessons and both years 1 and 2 are having RWI in the afternoon too. The Year 2 children will be taking a phonics assessment just before Christmas instead of the one they should have had in June.</p>	

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<p>Attendance</p> <p>The attendance is at 96%. Just before lock down both schools were at 95.7% which was at the end of the winter which usually shows a seasonal dip. RL is confident that attendance targets can be met. There is a stringent procedure in place to deal with absences.</p> <p>Q. If there is someone who has to go off with Covid 19 is that recorded as an absence. Would they still have access to online learning?</p> <p>A. We have a code X for any absence due to Covid 19. This will be shown on the analysis shared with the Local Authority and government. When a child is absent and if they are well enough they can access the online learning. We do have a small number of children in both schools who are doing this.</p> <p>Q. The government issued each school with ten testing kits. Have they been used and if someone needs to access these are you able to provide this or do they have to obtain one themselves?</p> <p>A. At Park Lane we have used two of the kits, one was a parent who could not get a test for their child as it was too far away. The system has not been abused but we can order more if needed.</p> <p>Page 5 of the report highlights the things being done to maintain the school improvement over the last three years. Pixl has been used to assess where the children are and identify gaps.</p> <p>RL drew attention to the holiday clubs which were run for both schools by J Bowden, the PE coach, and her efforts to obtain funding from Whittlesey Charities towards these, enabling more children to take part.</p> <p>TB-T said she would write to JB on behalf of the governors to thank her for her efforts. JK will write to Whittlesey Charities on behalf of the Trust to thank them for their support.</p> <p>Q. Do you have a time scale for the funding for the early language skills programme?</p> <p>A. Hopefully mid-November.</p>	<p>TB-T JK</p>
<p>6</p> <p>Safeguarding and Child Protection</p>	
<p>6.1</p> <p>RB reported that during the training days in September she had updated all teaching staff on Keeping Children Safe in Education (KCSIE) 2020. She still needs to share this with TAs, Ali Brudenell has done the induction for S Cullan. RB needs to update the governors of both primary schools, this can be done via TEAMS. KD will liaise with RB and governors of both schools to arrange a mutually convenient date.</p>	<p>RB, Clerk</p>
<p>7</p> <p>Trust Report</p>	
<p>7.1</p> <p>DR feels that the position of the school is very exciting and not far off outstanding. He encouraged the governors to take an active role and challenge the School Improvement Priorities (SIP). It is key that the governors do have meetings with the staff, in particular with regards to phonics, and suggested that they speak to staff via Zoom meetings. The</p>	

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	Trust are working to put in place a strong support plan and this will hopefully be on the Agenda for the next meeting. Action; Support plan on the Agenda for the next meeting. DR is hoping to set up a system online whereby the governors can access the latest assessment figures. He is hoping over time to meet face to face with governors on a 1:1 basis.	DR, Clerk
8	Governor Specific Items	
8.1	Pecuniary Interest KD stated that she is missing three pecuniary interest forms and asked governors to check their emails as she has sent out reminders.	TB-T, JK
8.2	Governor Responsibilities Governors were asked to look at the governor responsibilities document and let KD know their interests and preferences. KD asked for volunteers to sit on the Salary Review committee and/or appeal committee and CC, PC, and AD said they were able to do this. The list will be compiled across the two schools giving a wider pool if an appeal committee is required. TB-T informed governors that she has been approached by the parent of a child in reception who is interested in becoming a governor. She is a solicitor and has done some committee work before. JK asked TB-T to let him have the details and he will put it to the Trust for approval.	
9	Risk Register	
9.1	DR informed the meeting that this document is not ready yet but will be by the next meeting. It is a requirement that the risk register should be put before the LGB. Action; Risk Register for the next agenda	DR, Clerk
10	Any other business	
10.1	DR praised RL and RB for their efforts at the two schools.	
12	Agreed actions for Governors	
12.1	Item 5 JK and TB-T will write a letter of thanks to Whittlesey Charities and J Bowden respectively with regard to the holiday clubs. Item 6 RB and KD will liaise to arrange TEAMS meetings to update governors on KCSIE. Item 7 Support plan to be on the Agenda for the next meeting. Item 8 TB-T will let JK have details of interested parent so that this proposal can to the Trust. Item 9 Risk Register to go on the Agenda for the next meeting.	JK, TB-T JK, Clerk DR, Clerk TB-T, JK DR, Clerk
13.	Date of next meeting	
13.1	Tuesday 17 th November 2020	

The meeting ended at 7.50 p.m.

Not yet agreed as a true and accurate record of the meeting.

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Signed:
Chair of Full Governing Body

Date: