



Minutes of the Full Governing Body of Childwall Church of England
Primary School – Full Committee
3rd December 2020 – 5PM

Present	<p>Enitan Carrol (Chair) Andrew Colmer (AC) Louise Davies (LD) Louise Finch (LF) David Gillin (DG) Wendy Mason (WM) – Head Teacher Nick Pye (NP) Victoria Wright (VW)</p>	<p>Alastair Ramsay (AR) Peter Woodward (PW)</p>
Apologies	<p>Katie Pritchard (KP) Karen McCaldon (KMc) Fiona Roper (FR)</p>	
Not in Attendance	<p>None</p>	
Also Present	<p>Kristy Owens (KO) – Clerk Lynn Duckworth (LDu) Deputy Head Teacher Caroline Rice (CR) Deputy Head Teacher</p>	

			Action
1	Prayer	<p>LF opened with a prayer.</p>	
2	Apologies	<p>Katie Pritchard (KP) Karen McCaldon (KMc) Fiona Roper (FR)</p>	
3	Declaration of Interests / Code of Conduct/ Keeping Children Safe in Education 2020	<p>Thank you –</p> <p>EC thanked WM and leadership team for all the hard work that has taken place over the last 9 months.</p> <p>WM also thanked all governors for all their support and that it has been a shared effort.</p> <p>Declaration of Interest –</p> <p>EC advised a form is normally signed. WM confirmed form is now on Governor Hub.</p> <p>EC asked whether all attendees had signed the declaration of interests /Keeping Children Safe document.</p> <p>█ advised that he hasn't yet but will do. All others attendees confirmed they had.</p>	█

		<p>WM advised, if there are any issues in updating Governor Hub to notify KO, who will update on their behalf.</p> <p>EC, VW, LF declared children in school.</p> <p>EC asked about sub-committees' minutes and whether all declaration of interests are noted. KO to check.</p> <p>DG declared family members are staff.</p> <p>LD declared WAND are her clients.</p>	KO
4	Election of Chair and Vice Chair	<p>WM confirmed VW has requested to step down from the Vice Chair role and has nominated PW.</p> <p>KO confirmed there have been no other nominations for Vice Chair.</p> <p>EC confirmed in PW's absence that he was happy for the rest of the committee to vote in his absence due to PW required to arrive slightly late to the meeting.</p> <p>EC left meeting and WM asked whether any other member would like to nominate themselves for either Vice Chair or Chair.</p> <p>No other members nominated themselves or others.</p> <p>All members in agreement for EC to remain as Chair and PW to take position of Vice Chair. All voted unanimously</p> <p>EC advised she will gladly take the position for at least this year; however this will probably be her last year due to other commitments and wanted the rest of the committee to be aware of this.</p>	
5	Minutes from Previous Meeting held 2nd July 2020	<p>EC highlighted comments from herself stating that Zoom was not the most secure platform to use for virtual meetings.</p> <p>EC confirmed this is no longer correct, provided a password is used.</p> <p>All in agreement that minutes are a true record and accepted.</p>	
6	Matters Arising	<ol style="list-style-type: none"> 1. Timetable to be produced regarding Safer Schools app rollout. WM confirmed AB had re-written roll out and will be rolled out January 2021. 2. Future Governor Meeting dates to be set and communicated. WM confirmed KO actioned this and all future zoom invites sent out. 	WM/AB

		<p>3. Check if Governor training needs information has been received by PW and forwarded to WM. PW confirmed none received.</p> <p>4. Additional training requests to be sent to PW. PW confirmed there hasn't been any requests for training. PW will pull together a spreadsheet of what training has taken place and asked the rest of the committee members to advise him as they complete any training</p> <p>5. Ensure consistency in HT Report – 'critical workers/key workers'. WM confirmed this has been actioned.</p> <p>6. Add Governors Terms of Reference to new website. WM confirmed Head Teacher report and Minutes have been uploaded to the new website for transparency in addition to the Terms of Reference.</p> <p>7. Review minutes to ensure any identifiable sensitive or GDPR information is redacted. WM confirmed this has been actioned and sent to governors who checked over and is now on website.</p> <p>8. Setting up governors on parent mail. WM confirmed this was looked into, however you are required to have a child linked to you in order to receive communications and therefore unable to action for governors. WM confirmed communications will be released to governors via email or governor hub.</p>	PW
7	Chairs Action	<p>EC has confirmed lots of communication between WM/EC and other governors are liaised with as and when required.</p> <p>Currently nothing to note.</p>	
8	Committee Terms of Reference	<p>WM confirmed each committee have reviewed the Terms of Reference and have been agreed. The full governing board is required to ratify them. They will be published on school website for anyone to access.</p> <p>All approved.</p>	
9	Review of Link Governors	<p>WM discussed document and no changes have taken place or requested. This document gives all governors a view of their roles and confirm they're still happy.</p> <p>All approved.</p>	

10	School Strategic Development Plan 20/21	<p>WM asked whether anyone had any questions regarding the School Strategic Development Plan and confirmed the Standards and Quality committee have been taken through it.</p> <p>EC asked whether there are any opportunities to provide counselling to both children and staff.</p> <p>WM confirmed that within school there is a counselling programme that works with two children at any given time for a 5/6-week period.</p> <p>In addition, CAMHs have been proactive in letting school do straight referrals.</p> <p>WM confirmed that through the newsletter and website, she is able to link parents to any other support that is available such as Kooth / ASD support (these communications go out to everyone).</p> <p>For specific cases, there are more bespoke discussions that take place in those instances.</p> <p>For staff there has been three members of staff trained in mental health first aid. Each received a 10-hour training course.</p> <p>In addition to this, with the staff insurance policy there is a link for support counselling service, which has been sent to staff and put up in the staff room.</p> <p>WM confirmed that wellbeing and support is a continuing priority for both staff and children.</p>	
11	Questions to Chair of Committees a. Admissions – 1st October 2020 b. Finance – 22nd September 2020 & 25th November 2020 c. Premises – 21st October 2020 d. Standards & Quality – 13th October 2020 e. Vision & Values – 6th October 2020	<p>Minutes of Committees shared with all governors on Governor Hub in advance of meeting. Chairs of Committees summarise key points and invited questions</p> <p>Admissions Committee –</p> <p>No questions for admissions committee following PW's short summary. WM confirmed since minutes were typed for the admissions committee, we were waiting for the diocese to confirm the variation to admission policy. This was confirmed the same day following the committee and WM sent this out to committee members.</p> <p>Finance Committee –</p> <p>EC wanted to clarify comments in minutes regarding the Robin Wood School trip refund. EC declared a conflict as EC's child is in Year 5 and is due a refund. Both EC and another parent who has been providing school with free legal advice had both agreed to wait for refunds until the insurance had paid out. EC confirmed her refund cheque has since been received and wanted an</p>	KO

<p>f. Personnel & Performance – 15th October 2020</p>	<p>addendum to be added to the finance minutes to confirm this. KO to update this.</p> <p>NP confirmed that WM was expecting some information about further government funds that may have been available to Childwall to assist with extraordinary Covid expenses. NP confirmed following the meeting, Childwall and vast majority of other schools wouldn't be eligible for it and no such funds would be available since school was not below 4% carry over figure in previous financial year.</p> <p>Premises Committee –</p> <p>WM asked whether AR had received any further contact with JB. AR confirmed last piece of work J completed was measuring the car park. AR confirmed looking to extend car park using funds, which are due to expire in new year. Rather than lose the funding, some temporary works would be completed i.e. hard core down in preparation for permanent surface later in the year.</p> <p>AR asked WM whether this had started. WM confirmed it hadn't started as unable to proceed until additional quotes are received as three quotes are required due to the costing of the exercise.</p> <p>AR has confirmed he will be seeing J and chase up. In addition to this WM has confirmed, she will also send an email.</p> <p>Standards & Quality –</p> <p>VW confirmed there was a lot discussed about remote learning, light touch assessments and also high attendance. There has also been an introduction of CPOMS system (Safeguarding software).</p> <p>In addition to this, there is a lot of adapted SEND activity taking place in school, to facilitate blended learning.</p> <p>EC advised most of the other viruses have gone away this year, due to hand washing, wearing of masks and staying at home (not mixing), which could be a contributing reason as to why attendance figures are up.</p> <p>WM confirmed high attendance figure is 98.7% (this does also include children who are isolating as they don't lose attendance because they are still working at home).</p>	<p>AR/WM</p>
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		<p>Vision & Values –</p> <p>PW added his thanks to the committee and advised you can see the visions and values of the school being worked through the school, which was great to see.</p> <p>Personnel & Performance –</p> <p>VW had some comments on minutes that were redacted. VW was able to identify a member of staff by mentioning the word [REDACTED]. In addition to this, there was an occasion of initials of the teacher still documented within the minutes.</p> <p>KO to amend minutes.</p> <p>No further comments.</p>	<p>AR/WM</p> <p>KO</p>
<p>12</p>	<p>Head teacher's Report</p>	<p>WM highlighted various points from report:</p> <p>Mobility –</p> <p>WM confirmed there has been higher mobility than that which would normally have been seen. Families have moved out of area and some have moved to independent schools.</p> <p>Seven children have joined as in-year transfers and have been positive transfers. One of those children is requiring quite substantial additional support and is receiving the additional support that is required with school accessing support from other agencies.</p> <p>SEND Register –</p> <p>WM confirmed the number on the SEND register has increased; in addition to this, there is an increase of the number of ECHPs.</p> <p>When the paper work was produced (a month ago) there were 7 EHCPs (which is already high) and within a month this has seen a substantial increase and is now at 10.</p> <p>Performance management –</p> <p>Predominantly the key performance management objective is to get the remote learning right.</p>	

WM confirmed that school needed to have remote learning in place by 30th September 2020 and policy published by 22nd October 2020. WM confirmed the contingency plan was well published in time and remote learning is running better than could have been anticipated.

WM confirmed every time there has been isolation, there has been a lot of learning, both from colleagues to each other and feedback from parents and pupils and therefore improving all the time.

WM confirmed that school is now in a position whereby everyone is able to access remote learning.

A day after isolation happens for a child, a check is made that work is being received back on Seesaw; if not, a welfare and support check is taking place to ensure the family has everything they need in order to complete learning at home.

WM added that technology has also been given out to some families (iPads/laptops).

In addition to this, WM confirmed school was able to provide a family who have just moved house and didn't have internet with a sim card to provide 30G worth of data. They were then able to use and access.

WM confirmed the whole remote learning has been a success story so far.

DG asked about the blended learning objective and whether all teachers would have opportunity to evidence that objective by the end of the year.

WM confirmed that all teachers have had at least a child in isolation for family reasons and with this, teachers are still teaching children in class, in addition to reaching out to the isolating children and instructing remote learning; hence the term blended learning.

Health and Safety –

WM confirmed there are a couple of bids submitted at the moment. Last year's LCVAP bid was unsuccessful due to the Diocese keeping the funds to designate for Covid related priorities.

That bid has been carried over to this year.

There is also a bid to access government Salix funding (carbon friendly projects). The bid to make a difference to heating and to move to infrared rather than central heating.

WM confirmed there are currently 4 classrooms that have blow heaters (recycled air), which are not able to be used when classrooms are occupied. The classrooms are being heated before children arrive and during break times, with all doors and windows open. These are being replaced with radiators shortly.

SEND Report –

This is being published on school website. WM thanks CR for all the hard work that went into SEND.

Behaviour and Wellbeing –

Appendix has been added into the behaviour policy as school have changed from traffic light system, which worked well before Covid but felt it was inappropriate now. This may be a permanent change.

DG echoed WMs comments and confirmed the removal of the traffic light systems has been a real positive step.

Leadership and Management –

WM's SIP has completed a full ASPR visit and was really positive with what school has been doing, the school website and twitter activity.

SIP also praised phonics scoring, Year 2 have completed this recently when they normally would have completed this in June but unable to take place due to Covid.

The anticipation was that with those children being out of school for 6 months, there would be a big dip in scores; however WM has confirmed the reading results have largely held and confirmed this is a testament to both staff and parents/carers who are at home with the children and continuing the reading activities with the children.

		<p>Phonics scoring is 86.7%, which is an identical result to the previous year and the highest in the previous 5 years.</p> <p>EC thanked WM and staff and recognised a lot of hard work has gone into it.</p>	
13	Safeguarding: Termly Report for Governors	<p>WM confirmed this report is shared just for the meeting and not shared on governor hub due to the confidential content.</p> <p>WM confirmed the introduction of CPOMS has been invaluable, conversations, observations etc. are added to CPOMS and it is able to provide trends/patterns or highlight potential areas that may need attending to.</p> <p>On CPOMS, only safeguarding leads are able to see full information, class teachers are only able to see what they have been notified/assigned to them.</p> <p>WM discussed report confidential figures/comments, which won't be documented.</p>	
14	Head Teachers Appraisal	<p>WM confirmed ordinarily at this point governors will elect who would complete WM's appraisal.</p> <p>In the past it has been EC/KMc with the support of WM's SIP.</p> <p>WM confirmed this year, the SIP has taken WM through the appraisal items in her ASPR.</p> <p>Once the SIP has produced the report, this can then be sent to the elected governors and they can judge WMs appraisal from there.</p> <p>WM confirmed the city as a whole have set Head Teacher objectives this year, unless governors want something different.</p> <p>The first objective is leading a school through covid.</p> <p>The second objective is taking lead on staff and pupil well-being.</p> <p>All governors happy with those objectives and didn't suggest any other objective.</p> <p>WM asked whether EC was happy with SIP formulating the report and EC can contact SIP directly if there are any questions / queries.</p> <p>Both EC and AR are happy with this.</p> <p>WM confirmed the success criteria is documented and would be WM targets.</p>	

		EC advised happy with the previous governors who have completed this previously, which would be EC and KMc.	
15	Chill Kidz – Extended Provision	<p>EC asked about graph dates (income over summer holidays).</p> <p>WM confirmed the dates are correct and income received whilst school was shut was reception registrations, child care vouchers and an in-year transfer, who had accrued a large amount in previous school and this was transferred over.</p> <p>September and October are lower than normal expectations as more parents are working from home and not needing the extra provision.</p> <p>WM confirmed Chill Kidz was just starting to see a slight increase, as Chill Kidz is well used by reception parents, however the reception year has just been told to isolate, so may see a decrease again in the lead up to Christmas.</p> <p>WM confirmed costs for Chill Kidz have been reduced. There was an agency member of staff whilst the Chill Kidz were on 2 sites, however this is no longer required as all of the Chill Kidz children can fit comfortably and socially distance in the school hall.</p> <p>WM confirmed Chill Kidz is looking after itself, it won't make a profit, however it will be providing a service to the parents which was the initial objective.</p>	
16	Multi – Academy Trusts (MATs)	<p>WM confirmed it looks like MAT is still on government agenda.</p> <p>The view is that all schools will be MAT by 2025, however this was previously on the governments agenda that would be the case by 2020.</p>	
17	School Christmas Activities	<p>WM confirmed due to being Tier 2 a nativity production is able to go ahead as per Prime Ministers comments on 30/11/2020.</p> <p>WM advised that whilst guidelines have stipulated we can have a small audience, we're not going to due to the logistics of choosing parents, track and trace on top of Christmas etc.</p> <p>WM confirmed every year group is doing a performance or production and will be shared with that year group digitally so all parents/carers will have the opportunity to view this. Permissions</p>	

have been requested from parents whether children can be in video etc.

WM confirmed Christmas parties and Christmas lunches will take place and these have been deliberately planned early in December, should a bubble/school year have to isolate to ensure children don't miss out.

Reception's will now take place on 16th December.

Following Christmas Lunch, there will be a big screen with a message from Santa telling children that there have been presents left in their classrooms for them.

WM confirmed due to children not moving around school as they normally would and the place that all children still go to is the Daily Mile, this has now been decorated with sign posts/ wooden Christmas trees and a huge wreath is outside the ark.

The shed has been turned into stable scene, which the staff have worked hard on. On the last day, the stable scene will be moved to where parents pick up children just outside the school gate so they can see.

There is a Santa dash due to take place and this has been delayed until the following week due to the weather forecast of heavy rain.

Children are still making Christmas cards, which will be placed in sandwich bags which can then be quarantined when they are taken home; the cards however will only have been touched by their own children.

WM confirmed there is nativity story time taking place, similar to the story time that took place during lockdown when staff read children stories.

This will be a Childwall 'advent calendar' of stories from all staff, with Vicar Andrew reading the last story on Christmas Eve.

WM confirmed the PTFA have funded selection boxes and party food for party day for the children.

		WM confirmed the objective is to be much bigger and louder with Christmas celebrations this year as the children have lost out so much this year.	
18	Director's Items	None to note.	
19	Diocesan Board of Education: Items for Information	Already noted in MATs item.	
20	<p>Policies to be agreed:</p> <ul style="list-style-type: none"> a) HR13 –School Pay Policy b) SC2 –Child Protection Policy & Procedures <p>Policies Agreed at Committees –to be ratified.</p> <ul style="list-style-type: none"> a) CHI23 – Lettings Policy b) H&S6 –Health & Safety Policy c) CHI3 – Anti-Bullying Policy d) CHI18 –EYFS Policy & Procedures e) CI28a –RE Policy f) CHI30 –School Food Policy 	<p>WM confirmed two policies HR13 – School Pay Policy and SC2 – Child Protection Policy & Procedures have to be agreed by all.</p> <p>WM confirmed the policies are taken from model policies and are amended to fit school requirements.</p> <p>HR13 – School Pay Policy – all in agreement and approved</p> <p>SC2 – Child Protection Policy & Procedures – all in agreement and approved.</p> <p>No questions regarding the other policies.</p>	
21	Governors Training Updates	Discussed in Matters Arising.	
22	Any Other Business	<p>WM confirmed SATs / Exam update.</p> <p>KS1 SATs have gone.</p> <p>They were supposed to be going in 2023 anyway and may be brought back in 2022 but WM thought this would be unlikely.</p> <p>KS1 staff still need to submit teacher assessment but there will be no standardised test produced for that this year.</p>	

Phonics will still go ahead for Year 1 and for any Year 2 who haven't passed it this time.

Multiplication came in as optional in 2019, didn't take place in 2020 and will also be optional in 2021.

KS2 Spelling, Grammar and Punctuation SATS no longer take place.

Reading and Maths will still go ahead and there will be a 2-week window in which to do them, in the event of any child in isolation.

There is still the requirement to do teaching assessments for Reading, Writing and Maths and these need to be submitted prior to SATs results as normal but there is no longer the requirement to submit any teaching assessment for Science in KS1 and KS2.

WM confirmed all staff are aware.

In addition to this, no formal Ofsted inspections will take place until at least after Easter. However supportive contact calls may take place.

If there are any concerns for safeguarding / remote learning an instant Ofsted spot check could take place.

WM anticipates frameworks will need to be rewritten.

NP asked about the transparency issues that have previously taken place.

WM confirmed, the key parents who challenged on those transparency items at the time are now complimentary at the moment, which is a good indicator.

WM confirmed WM is sharing the information as quickly as received.

WM confirmed she will also share SATS update.

WM

		Meeting closed with the Grace.	
23	Date and Time of Next Meeting	<ul style="list-style-type: none">• 5th March 2021• 1st July 2021	