



Minutes of a virtual meeting of the Local Governing Board of Croft Church of England Primary School held via TEAMS on Tuesday 19th January 2021 commencing at 4.00pm.

Be happy: aspire, believe, achieve

Core Functions of GB:

- **Ensure clarity of vision, ethos and strategic direction**
- **Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff**
- **Overseeing the financial performance of the school and making sure its money well spent**

Actions list:

- 1) **Head Teacher to add Report of the Head Teacher to TEAMS. Governors to forward any comments/queries to Head Teacher**
- 2) **Governors to view reports available on TEAMS and forward any comments/queries to Chair**
- 3) **Technology questionnaire responses to be made available to Governors.**
- 4) **Clerk to add deferred items to next agenda**

Opening Prayer – The Vice Chair opened the meeting with a prayer.

Comments from the Chair – The Chair informed that the staff presentations will be received at the start of the meeting to allow staff to leave the meeting following the presentations. She welcomed JCo and ACr to the meeting.

Presentation Maths – JCo

JCo drew Governors' attention to the Maths targets and advised under normal circumstances evidence of achievement would be completion of SATS papers. This year there will be no SATS tests, to address this work has been completed on practise papers. He expressed the opinion that results to date have been impressive with some Pupils close to achieving Greater Depth. He highlighted the major problem currently is gaps in knowledge. He advised there are areas for re-visiting following the first lockdown and highlighted the additional lockdown will create more issues. To address these issues the recovery curriculum will be utilised. He commended the White Rose remote learning provision for assisting with addressing gaps in knowledge and informed a long-term plan is in place. He informed the school is now developing their own videos on See-Saw which provide a good message to Pupils and are preferable to the White Rose videos over a single term. If issues are highlighted the videos can be adjusted. He drew attention to the peer work taking place and made Governors aware of pictures, questions, comments from Pupils engaging in remote learning but highlighted that engagement cannot be guaranteed with remote learning.

Q) Are you making a library of all videos?

A) Yes they are saved in a folder on See-Saw and can be sent to Parents. Access to the videos is easier on iPads.

The Head Teacher highlighted the use of videos also for the more able Pupils and the creation of a bank of 'How to' videos.

Q) How many Pupils are not engaging, is it 10%?

A) It is less than that. Phone calls are instigated to Parents if non-engagement is identified and alternative packs issued if technology is not available.

Presentation Computing – JCo

JCo highlighted that this subject is benefitting the most from remote learning. He informed of completion of movie work and editing. He drew attention to the general improvement in Digital Literacy skills and informed that the action plan has been amended to address any issues. He highlighted that Resources are being located to send home and used the example of 'Scratch'. He expressed the opinion that dependent on the length of the Lockdown creative ideas on home working will be explored.

Q) Is Scratch free of charge?

A) Yes all can access

Presentation Music – JCo

JCo highlighted Pupils lack of understanding of musical vocabulary and informed this will be a focus this year. To address this music activities have been set which focus on the building of knowledge. He drew attention to the challenge of compositions for Pupils and led Governors through ways of addressing with examples.

The Staff Governor queried if resources are available to increase Staff confidence with this subject. JCo informed a staff session was planned but this was cancelled due to Covid. He advised when things return to some normality training can be delivered and provided example of 'How to compose a piece of music'. He made Governors aware of resources available.

The Chair on behalf of the LGB thanked JCo for an interesting update and expressed the opinion that he was working very hard

16.23pm JCo left the meeting

Presentation SEN – ACr

The Chair welcomed ACr to the meeting and thanked her for her time. ACr provided an overview of SEN needs in the school. She informed she is working one full day a week at the school and currently focussing on identifying pupils with needs. She highlighted that the school has a high number of SEN Pupils of 17.3% and informed nationally the figure is 12%. She led Governors through the situation with applications for Education Health Care Plans and failed applications. She highlighted areas of support for staff from the LA in relation to Educational Psychologist and Daisy Chain to support transition. She informed that SEN support needs to continue throughout the Pandemic and expressed the opinion that all Parents contacted are happy and supportive with the support available. She informed personal resources and packs have been made available to families to support through the crisis and highlighted that remote live 1:1 interventions are available via Lexia to support reading and spelling. Currently Lexia is on a 30 day trial across the whole school and includes support for high attainers. The Head Teacher commented that the resource will be purchased when the trial expires and highlighted the use of the resource with more able students. ACr drew Governors' attention to the revision of provision across the Local Authorities. She informed

provision from Darlington remains the same. North Yorkshire no longer provides Enhanced Main Stream support, it has been replaced with a Hub with specialist teachers to support Pupils. She led Governors through the pathways available when a referral is submitted:

- Phone call support
- Six weeks support – setting up interventions and monitoring.
- 12 weeks support – 6 weeks then delivery for 6 weeks support. If necessary, this can be frozen for a period of time

She highlighted that Speech and Language has an online platform for home working and school. Occupational therapy will also continue and can be accessed remotely. She informed she is currently working on Provision Maps to record data and evidence impact. When two cycles of the Plan have been completed report will be produced to assist in any request for support as specific activities completed need to be identified. She invited comments/queries and advised happy to talk privately to any Governor if more information is required.

Q) How satisfactory is the lack of face to face contact for SEN Pupils?

A) We need to get the assessment and Plan/Do/Review right to get the correct support. The referral system must be correct. Currently I work across five schools and have submitted requests for highest needs.

Q) Is the choice of LA determined by the location of the school in North Yorkshire?

A) I am involved with three LA's – Stockton, Darlington and North Yorkshire which allows access to funding/training in three different areas. Parents can access support as well across these areas. As a school this is beneficial.

The Staff Governor queried information relating to Yoga Laughter. ACr informed this information will be circulated to all parents/staff shortly. The Head Teacher commented on the complex situation in school with different authorities, needs and achievement of funding. He highlighted that Parents are very supportive. ACr commended the staff for their work/support of SEN needs and highlighted the strength of the staff team.

The Chair on behalf of the LGB thanked ACr for her presentation and commented that it is positive to receive updates from school at LGB meetings.

16.39pm ACr left the meeting

Present: A Russell (ARu) (Chair), J Clarke (JCI) (Vice Chair), S Robson (SRo) (Head Teacher), D Blenkharn (DBI), N Bleasby (NBI), N Potts (NPo),
Apologies: J Preston (JPr)

In Attendance: V. Brown (LA Clerking Service), J Conway (JCo) (Part), A Crisp (ACr) (Part)

| Minute No. | | Action and time scale |
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| LGB 01/21 | <u>Apologies for absence and to determine whether any absences should be consented to.</u> Mrs J Preston did not attend the meeting Agreed: No apologies received | All |
| LGB 02/21 | <u>To remind governors of the need to declare interests, pecuniary or non-pecuniary.</u> Agreed: No declarations of interest received | All |
| LGB 03/21 | <u>To determine whether any part of the proceedings should be treated as confidential.</u> Agreed: Annual Safeguarding Report to be discussed as a confidential item. | All |

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| <p>LGB 04/21</p> | <p><u>Notification of urgent other business</u></p> <ul style="list-style-type: none"> • Technology Questionnaire • School’s response to late notification of school closure <p>Agreed: Items accepted</p> | <p>All</p> |
| <p>LGB 05/21</p> | <p><u>To approve as a correct record the Minutes of the meeting held on 17th November 2020</u> (circulated via TEAMS prior to the meeting) Agreed: That the minutes of the meeting held on 17th November 2020 be signed by the Chair as a true and accurate record of the meeting</p> | <p>All</p> |
| <p>LGB 06/21</p> | <p><u>To consider matters arising from the minutes and for which there is no separate agenda item.</u> The Chair updated Governors on the actions from the last meeting. Impact of the November meeting Governors suggested and agreed the following impact from the previous meeting:</p> <ul style="list-style-type: none"> • Discussion relating to English identified to Governors the impact on writing of school closure and how the recovery curriculum is addressing the impact. • Phonics report increased knowledge on the implementation of the new phonics strategy across the school and the impact. • Discussion regarding impact of lockdown on Pupil progress and how addressed. • The Head Teacher highlighted that support from Governors for leadership was evidenced at the meeting and highlighted the opportunity for staff to have a platform to inform Governors at meetings. <p>The Chair on behalf of the LGB forwarded a massive thank you to all staff for their adaptability with remote learning and highlighted that the Head Teacher worked throughout the Christmas break to monitor the position with the pandemic and keep everyone updated. She also thanked the School Administrator for her work and expressed the opinion that the school is very fortunate to have such a fantastic team.</p> <p>Agreed: No matters arising for which there are no separate agenda items</p> | <p>All</p> |
| <p>LGB 07/21</p> | <p><u>Date of next meeting</u> Agreed: Next LGB meeting Tuesday 9th March 2021 at 4.00pm virtually via TEAMS</p> | <p>All</p> |
| | <p>PART ‘B’ – FINANCIAL</p> | |

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| <p>LGB 08/21</p> | <p><u>To review latest Budget Monitoring statements– Comments/queries only</u> (available on TEAMS prior to the meeting) The Chair confirmed Governors receipt and invited comments/queries. She informed on the following:</p> <ul style="list-style-type: none"> • Out of School Club – Attendance Autumn Term – prices – The Chair drew attention to concerns with numbers and advised following communication from Head Teacher raising awareness numbers have increased. One member of staff is now furloughed and one is on flexi furlough due to current lockdown. Wrap around care remains available for key worker and vulnerable children as required. • CIF bid – The Chair led Governors through the submission options for the 20/21 bid. She informed replacement of boiler and upgrading of fire alarm system have been prioritised for submission over the third phase of the roof. <p>Agreed: That the finance update be received</p> | |
| | <p>PART ‘C’ – SCHOOL IMPROVEMENT</p> | |
| <p>LGB 09/21</p> | <p><u>To review School Development Plan inc GB Development Plan 2020/21</u> (available on TEAMS prior to the meeting) Agreed: Deferred to March meeting. Clerk to add to agenda</p> | <p>Clerk</p> |
| <p>LGB 10/21</p> | <p><u>Report of the Head Teacher</u> The Head Teacher led Governors through the Report and informed the report will be available on TEAMS following the meeting. He highlighted the following:</p> <ul style="list-style-type: none"> • Current position in school - The School is currently open to Key Worker and Vulnerable children. Summary of total numbers attending with category breakdown available on the report. Of the 62 eligible 34 are accessing. Currently there is a lack of clarity from the Government on criteria for Key Worker access. • Tracking of vulnerable children – Details of Staff contact for non-engagement is available on the Report. All information is tracked and shared with the Trust. Number of risk assessments received in school highlighted. Technology has been provided to families for home learning access. • Staffing – Currently all teaching and learning staff are in school to ensure there is sufficient staff on site to keep Pupils safe and ensure effective teaching. Consideration needs to be given to staffing over half term. There is an | |

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| | <p>expectation that care will be required for vulnerable and key worker children. Staff are now required to wear face coverings when not teaching. Lateral flow testing for staff is due to start and tests have arrived in school. There could be significant impact on Bubbles if member of staff tests positive. Tests are optional for staff. Risk assessments and further guidance relating to tests has not yet been received. Interventions are now taking place. Some issues have been identified with staffing/pastoral support. Video support messages are being considered. The Phonics intervention today was positive. There will be a full programme of interventions available next week. Lexia resource is positive. Full details of staffing and staff welfare points available on the report.</p> <p>Q) The use of technology requires a huge amount of effort from staff. Are all staff confident in the use of Resources?</p> <p>A) There have been some staff changes since the last lockdown so some staff are on a learning curve. We would like all staff/children to be confident in technology use. Sometimes technology/live streaming has issues. As staff are at different stages we respond as quickly as possible. It is a challenge to get all staff together which is why we are why we are trying flexi afternoons. Other schools may do things differently due to size and needs, this affects parental expectations. The focus of the next few weeks will be identifying what is working well.</p> <p>The Staff Governor informed that from September Early Years will be using See Saw which will provide consistency across the school.</p> <ul style="list-style-type: none"> • Admissions Information – available on the report • Attendance – Details available on the report. No formal requests for exceptional leave this half term. Some Pupils have not been in school due to parental anxiety. • Lateness – The new staggered start to the school day has significantly improved punctuality • Pupil progress and Attainment – Analysis of data available on the Report. Tests will be actioned at the end of term to provide evidence to back up teacher assessment. The areas affected by the pandemic will be focus this year. Issues have been identified in some year groups. Y5 writing will be a | |
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| | <p>focus for catch up. There are a large number of Pupils with SEN needs in this year group Y6 maths target will be worked on. Year 1 Phonics check planned for the summer term has now been cancelled.</p> <p>The Vice Chair commented that it was positive that targets were being maintained for the majority of year groups.</p> <p>The Head Teacher reminded Governors of his support for subject leaders across the Trust and made Governors aware of his involvement with Trust bid for a Free school in North Northallerton. He informed he is working in partnership with other Trust schools to write the educational vision. He expressed the opinion that this is a positive experience as it provides the opportunity to view things strategically.</p> <ul style="list-style-type: none"> • End of Autumn Term activities including Rishi Sunak visit – Governors updated with wonderful end to Autumn Term. • Covid information – available on TEAMS • Remote learning plans – available on TEAMS <p>Agreed: (1) Head Teacher to add Report to TEAMS. Governors to forward any comments/queries to Head Teacher (2) Thanks to the Head Teacher for his time and presentation of the Report</p> | <p>Head Teacher</p> |
| <p>LGB 11/21</p> | <p><u>To review Pupil Premium strategy</u> (available on TEAMS)</p> <p>Agreed: Comments/queries to be forwarded to the Head Teacher</p> | <p>All</p> |
| <p>LGB 12/21</p> | <p><u>To review Governor Monitoring Schedule Spring Term and receive reports:</u></p> <p>The Chair made Governors aware of the following:</p> <ul style="list-style-type: none"> • Information presented at the November 2020 meeting - Now available in the Curriculum Folder on Teams • Report by SENCo – Presented at the start of the meeting • Report by Maths Subject Leader – Presented at the start of the meeting. Also presentations relating to Computing and Maths • Report by Mike Smit SIA – to be available on Teams • Website Audit – available on TEAMS • Parent Questionnaire - Copy of Croft Church of England Primary School Parent/Carer Questionnaire 2020 available on Google Forms | <p>All</p> |

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| | Agreed: Governors to view reports available and forward any comments/queries to Chair | |
| LGB 13/21 | <u>To review Safeguarding -</u> <ul style="list-style-type: none"> • Audit – date for completion Agreed: Submission date to LA March 31st 2021 | |
| LGB 14/21 | <u>Correspondence from the Dales, DFE and Diocese</u> Agreed: No correspondence since the last meeting | |
| LGB 15/21 | <u>To ratify the following policies (available on TEAMS prior to the meeting):</u> <ul style="list-style-type: none"> • Remote Learning Policy • Covid-19 Recovery Policy • Behaviour • Anti-Bullying • Use of Restraint • Whole School Food Policy Agreed: Due to time restraints Comments/queries to be brought to the next meeting | |
| LGB 16/21 | <u>To review communication</u> Agreed: Deferred to next meeting | |
| LGB 17/21 | <u>Update on Dales</u> Agreed: Deferred to next meeting | |
| LGB 18/21 | <u>To review Governor training</u> <ul style="list-style-type: none"> • Requests for training – no requests received at the meeting • Training attended – The Chair informed of attendance at the virtual LA Governor School Information Network. Report now available on TEAMS • Online training – Safeguarding, Prevent, E Safety – All Governors to complete the training and forward certificates for retention in school • Skills Audit – All Governors to complete and forward completed forms to Chair • Chair 360 review – deferred to next meeting | |
| LGB 19/21 | <u>To review Composition of GB</u> Agreed: Deferred to next meeting | |
| | PART 'D' – HEALTH & SAFETY | |
| LGB 20/21 | <u>To review Health and Safety</u> <ul style="list-style-type: none"> • Annual Report • Security Agreed: Deferred to next meeting. Clerk to add to March agenda | Clerk |
| | PART 'E' – OTHER BUSINESS | |
| LGB 21/21 | <u>To deal with any matters agreed for consideration</u> | |

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| | <ul style="list-style-type: none"> • Technology Questionnaire – Governors queried if results can be shared with Governors. • School’s response to late notification of school closure – The Vice Chair commended the schools’ outstanding response to the zero notification from the Government of change in school opening at the start of term. She highlighted that all feedback from Parents is positive. <p>Agreed: Technology questionnaire responses to be added to TEAMS</p> | Head Teacher |
| | PART ‘F’ – PERSONNEL | |
| LGB 22/21 | <p><u>To review staffing – Furlough</u> Agreed: Deferred to next meeting. Clerk to add to March agenda</p> | Clerk |
| LGB 23/21 | <p><u>HT Performance Management</u> Agreed: Deferred to next meeting. Clerk to add to March agenda</p> | Clerk |
| LGB 24/21 | <p><u>Impact of the meeting</u> Agreed: All to bring suggestions to the next meeting</p> | All |
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The Chair thanked all Staff/Governors for their hard work during this challenging time.

The Head Teacher expressed appreciation of the feedback on remote learning.

Meeting closed at 17.45 pm