



Minutes of a virtual meeting of the Local Governing Board of Croft Church of England Primary School held via TEAMS on Tuesday 9th March 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:

- **All Governors to renew their statutory online training in Basic Safeguarding and Prevent by the start of the Autumn term in the new academic year. Certificates of completion to be forwarded to school for retention.**
- **Governors to forward views on the proposal for the change in the LGB constitution at the next meeting**
- **Clerk to add Staff Health and Well Being to all future agendas as a standard item in the Review of Staffing item**

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 LLa to the meeting.

Presentation RE/PSHE/SIAMS – LLa

RE

LLaled Governors through the key priorities from the RE action plan and progress to date. She informed the action plan has been developed from the Diocesan syllabus and highlighted the following areas:

- Subject overview has been developed with colour coding and symbols. Positive evidence is gathered by Staff using big books to record thoughts
- Tracking system has been developed to identify any objectives not addressed or closed.
- Meeting now held with any new staff for induction to all audited resources available.
- Progressive maps for vocabulary are now displayed in classrooms to assist and encourage usage.

Q) Are Governors able to access work on SEESAW. It would be helpful to see the position across the school?

A) Responses differ across the year groups when working from home, varying responses are seen across groups.

The Head Teacher commented on the positive evidence base on SEESAW

PSHE

LLa informed on the following progress against priorities with PSHE:

- To improve recording long term map has been developed which is split into different focuses to improve recording for evidence base through SEESAW
- Conversations relating to emotions are being embedded by drawing, talking and fitness circuit
- Social action project has been developed to enhance understanding of the wider world by Silver Lady Penpals, charity events and debates.
- Training organised for RSE to enhance learning overviews of vocabulary and healthy relationships including online relationships. Long term plan is to be developed.

(Full details of RE and PHSE action plans and key priorities available in school)

SIAMS

LLa informed a target for SIAMS was to invite different denominations into school to deliver RE to KS2. This has not been possible recently due to current restrictions. It is intended that local clergy will attend school when able.

4.15pm LLa left the meeting. The Head Teacher highlighted the importance of RE and commended LLa for her flexibility and commitment and informed she is a valued member of staff.

Presentation – Remote Learning – JCO

JCo informed the acquisition of additional laptops is bringing closer the aim of all Pupils having their own iPads. He led Governors through the Powerpoint presentation originally presented to Staff and highlighted the following areas:

- **Plan for remote learning** – Every Pupil to have iPad. Staff to be users of technology to enhance effectiveness of teaching and decrease workload. Feedback to be digital and communications with parents/differentiation improved.
- **Blog** – This is a Public space where work can be shared without identifying Pupils. No photos are used. All can access this space with comments. Link will be sent out for Governors
- **Classroom screen** – QR codes take users directly to Websites
- **Writing** - Writing can be completed and posted as a picture on SEESAW. Feedback can be discussed and highlighted on screen during discussion. Headphones have been requested as part of the Bid.
- **Maths** – Photos can be taken of questions and shared to the Airserver. Support can be for more than one Pupil by Staff and Peers. Handouts are electronic. Teaching can be recorded on SEESAW which assists with workload and planning especially if a Pupil is struggling as can be watched a number of times.
- **Reading** – Reading out loud can be recorded and listened to by staff at any time and comments made.
- **Vipers** – Activities available on the Blog
- **Screen share** – Multiple Pupils can be observed simultaneously
- **Science** –diagrams can be drawn in real time

JCo highlighted the potential of remote learning to reduce staff workload and enhance Pupil preparation for the world of work.

Q) Do you think the use of a screen takes away from the use of a pen? How is the balance determined? Does the iPad affect writing skills?

A) The advantage of See-Saw is that the focus is still on writing which can be posted as a picture and discussed with staff. The importance of writing is highlighted in the Remote Learning Policy. The amount of Screen time is currently being reviewed.

Q) Has this method of learning been developed because of lockdown?

A) Yes it has made staff more creative in looking to do things in a different way.

Q) Could it be used for anyone who is unable to attend school for health reasons?

A) Yes, sometimes classes are split and tutorial videos can be produced.

The Vice Chair commended the involvement of the work and expressed the opinion that it is positive that it is reducing staff workload. She commented that she did have concerns relating to writing but has evidenced encouragement of writing and upload of pictures to SEESAW of written work.

The Chair expressed the opinion that the enthusiasm of JCo is hugely appreciated. The Head Teacher informed the impact of Covid has allowed exploration into different ways of working. He commended JCo for the huge amount of piloting which has been completed and will be pulled together for September. There will be a new Teaching/Learning policy and marking feedback policy with a clear strategy. JCo invited Governors to visit the blog available on SEESAW.

4.35pm JCo left the meeting

The Chair on behalf of the LGB thanked LLa/JCo for their presentation and commented that it is positive and valuable to receive contributions from school at LGB meetings.

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

Apologies: No apologies

In Attendance: V. Brown (LA Clerking Service), J Conway (JCo) (Part), L Lancaster (LLa) (Part)

Minute No.		Action and time scale
LGB 25/21	<u>Apologies for absence and to determine whether any absences should be consented to.</u> Agreed: No apologies received	All
LGB 26/21	<u>To remind governors of the need to declare interests, pecuniary or non-pecuniary.</u> Agreed: No declarations of interest received	All
LGB 27/21	<u>To determine whether any part of the proceedings should be treated as confidential.</u> Agreed: No items to be treated as confidential and excluded from the minutes made available to the Public.	All
LGB 28/21	<u>Notification of urgent other business</u> Agreed: No items received.	All
LGB 29/21	<u>To approve as a correct record the Minutes of the meeting held on 19th January 2021</u> (circulated via TEAMS prior to the meeting) The Chair confirmed Governors read and invited comments/queries. No comments/queries received.	All

	<p>Agreed: That the minutes of the meeting held on 19th January 2021 be signed by the Chair as a true and accurate record of the meeting</p>	
LGB 30/21	<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 January meeting Governors suggested and agreed the following impact from the previous meeting:</p> <ul style="list-style-type: none"> • As a result of the Maths Leader update received at the meeting Governors have been updated on pupil progress in Maths and aspects of remote learning and how this is tailored to pupil needs. • Report on IT updated Governors on IT developments and improvements relating to remote learning • Music development areas for addressing covered in subject update • Update from the SENCO raised awareness of % of SEND pupils in school and how SEND support has been provided during lockdown and changes to provision across the LA. The strength of the school team in SEN support was recognised. • Pupil progress information up to the end of Autumn term provided evidence of Pupil catch up. Thanks to the hard work of the staff <p>Agreed: No matters arising from the Actions list for which there are no separate agenda items</p>	All
LGB 31/21	<p><u>Date of next meeting</u> The Chair commented that hopefully face to face meetings will resume by the start of the Autumn Term Agreed: Next LGB meeting Tuesday 27th April 2021 at 4.00pm virtually via TEAMS</p>	All
	<p>PART 'B' – FINANCIAL</p>	
LGB 32/21	<p><u>To review latest Budget Monitoring statements – Comments/queries only</u> (available on TEAMS prior to the meeting)</p> <ul style="list-style-type: none"> • Budget Monitoring Jan 2021- The Chair highlighted issues with reduced income for Out Of School Club and Early Years due to the pandemic • Budget Projection 2021 – 22 – The Chair informed the reduction in roll numbers will impact on the 2021/22 budget. She led through the provisional in year figures and informed these need to be finalised when 	

	<p>intake numbers are confirmed. She highlighted the number of requests for places detailed on the Report of the Head Teacher and the outcome of any appeals. She advised meeting will be held with the Trust Finance Director and CEO at the end of April and commented that the Trust has said it will be supportive of the best educational catch up programme for Pupils.</p> <ul style="list-style-type: none"> • Out of School Club Attendance – The Chair informed positive at the end of the Autumn Term until lockdown. The February half term was also positive and considerably better since school has returned. • Application for Use of Reserves – The application for use of reserves to purchase additional iPads has now been approved, this enables forward planning. Governors discussed maintenance of the ICT project and possible fund raising to cover maintenance. • Yorkshire Agricultural Society Grant - The Chair informed the bid was successful. Items will be purchased to promote outdoor nurture/nature • Asset Management Plan (Buildings Improvement Plan) – available on TEAMS. The Chair informed no outcome from the CIF bid submitted to date <p>Agreed: That the Finance Report be received</p>	<p>All</p>
	<p>PART ‘C’ – SCHOOL IMPROVEMENT</p>	
<p>LGB 33/21</p>	<p><u>To review School Development Plan inc GB Development Plan 2020/21 and SEF</u> (SDP available on TEAMS prior to the meeting) Progress on priorities had been rag rated. The Head Teacher informed the SEF is a work in progress.</p> <p>Agreed: SDP available on TEAMS</p>	<p>All</p>
<p>LGB 34/21</p>	<p><u>Report of the Head Teacher</u> (available on TEAMS prior to the meeting) The Head Teacher confirmed Governors receipt and invited comments/queries. He highlighted the staffing section of the Report and led Governors through the section in detail. The Vice Chair commended Staff for their flexibility. Governors queried the high numbers of SEN pupils and if any additional support can be provided. The Head Teacher informed the Assistant Head is now more confident with needs and reminded Governors of the newly appointed SENCO. The Chair sought the views of the Parent Governors on the staffing structure detailed on the Report. The Parent Governors expressed the opinion that the ability to embrace change by the Staff is positive. The Head Teacher highlighted the amount of change over the</p>	

	<p>time he has been at the school and expressed the opinion that he is very impressed by the way Parents and staff have responded to change.</p> <p>Q) Are there any safeguarding issues Governors need to be aware of?</p> <p>A) There are no referrals that Governors need to be aware of</p> <p>Agreed: That the Report of the Head Teacher be received. Thanks as always to the Head Teacher for his thorough report and presentation</p>	All Head Teacher
LGB 35/21	<p><u>To review Pupil Premium Strategy</u> <u>To review Catch Up Premium Strategy</u> The Chair informed reports available on TEAMS. She highlighted that there will be additional catch up funding following the recent school closure</p>	
LGB 36/21	<p><u>To review Governor Monitoring Schedule Summer Term and receive reports:</u></p> <ul style="list-style-type: none"> • Subject Leaders to provide reports – covered at the start of the meeting • SIA reports – The Chair informed available on TEAMS. The Head Teacher drew attention to the extensive report and the need to precis to maintain staff anonymity. <p>Agreed: Subject Leaders reports covered at the start of the meeting</p>	All
LGB 37/21	<p><u>To review Safeguarding -</u></p> <ul style="list-style-type: none"> • Audit (available on TEAMS prior to the meeting) The Chair invited comments/queries. No comments/queries received <p>Agreed: That the Safeguarding Audit be approved for submission to the LA before 31st March 2021</p>	
LGB 38/21	<p><u>Correspondence from the Dales, DFE and Diocese</u> NYCC – Monitoring of Remote Learning – The Chair informed completed by the Head and Chair and available on TEAMS. She highlighted the amazing adaptation of Staff/Pupils to Remote Learning and the positive feedback from parents and children,</p>	
LGB 39/21	<p><u>To ratify the following policies (deferred from the last meeting and available on TEAMS prior to the meeting):</u> The Chair invited comment/queries. No comments/queries received</p> <ul style="list-style-type: none"> • Remote Learning Policy • Covid-19 Recovery Policy • Behaviour • Anti-Bullying • Use of Restraint • Whole School Food Policy • SEND Information Report (New) • SEND Policy (New) 	

	<p>Agreed: That the policies relating to Remote Learning Policy, Covid-19 Recovery Policy, Behaviour, Anti-Bullying, Use of Restraint, Whole School Food Policy, SEND Information Report (New) be approved and adopted ,SEND Policy (New) is under review to be deferred to next meeting</p>	All
LGB 40/21	<p><u>To review communication</u></p> <ul style="list-style-type: none"> • Parent Questionnaire – The Chair sought Governor views on deferring questionnaires to the Autumn Term, possibly half term. <p>Agreed: That the circulation of questionnaires be deferred to the Autumn Term</p>	All
LGB 41/21	<p><u>Update on Dales</u> The Chair reminded Governors of the previous discussion relating to the Trust Bid for the new school in North Northallerton and advised the bid has now been submitted</p>	
LGB 42/21	<p><u>To review Governor training</u> Governors discussed renewal of the statutory online training for Basic safeguarding and Prevent. The Clerk informed although no set time period it is considered best practice to renew regularly especially if changes to KCSIE. The Chair informed Anti Terrorism Training is being organised in school. Agreed: All Governors to renew their statutory online training in Basic Safeguarding and Prevent by the start of the Autumn term of the new academic year. This will be repeated every 2 years unless updates are availableCertificates of completion to be forwarded to school for retention</p>	All
LGB 43/21	<p><u>To review composition of LGB</u> The Chair reminded Governors of the vacancies currently in the LGB, some of which have been longstanding and advised the Trust CEO is submitting a change in constitution to the Trust Board. She had been informed usually the constitution of the LGB is two co-opted, two staff, two foundation and two parents. The proposal is that the LGB go forward at the start of the new academic year with two parent governors. An application to become a Foundation Governor will be submitted by JCI whose term of office comes to an end in October, She reminded Governors of the current associate Governor appointed for her skills as a Foundation Governor and advised further Associates can be appointed as and when needed. Agreed: Governors to forward views on the proposal for the change in constitution at the next meeting</p>	All
	<p>PART ‘D’ – HEALTH & SAFETY</p>	

<p>LGB 44/21</p>	<p><u>To review Health and Safety</u> The Chair advised the LA H&S representative will be completing a fire safety audit next week. Q) Is the issue with the door hinge resolved to the satisfaction of the LA representative? A) Yes</p>	
	<p>PART 'E' – OTHER BUSINESS</p>	
<p>LGB 45/21</p>	<p><u>To deal with any matters agreed for consideration</u> Agreed: No items received</p>	
	<p>PART 'F' – PERSONNEL</p>	
<p>LGB 46/21</p>	<p><u>To review staffing</u> The Chair requested that Staff Health and Well Being be added to this section as a standard agenda item on all future agendas Agreed: Clerk to add Staff Health and Well Being to all future agenda as a standard item</p>	<p>Clerk</p>
<p>LGB 47/21</p>	<p><u>Impact of the meeting</u> Agreed: All to consider impact of this meeting and bring suggestions to the next meeting</p>	<p>All</p>

Meeting closed at 5.30pm