



**MEETING 1 PART ONE MINUTES  
OF THE LOCAL GOVERNING BODY MEETING  
OF MILL VIEW PRIMARY SCHOOL**

<b>Date</b>	<b>Thursday 14<sup>th</sup> September 2020 at 6pm</b>
<b>Venue:</b>	<b>Virtual Meeting via Teams</b>

<b>Attending (Governors):</b>	
Stephen Webb (SAW) - Chair Kate Doyle (KD) Laura Edwards (LE) Vice Chair Ali Gibbons (AG) Sam Glendenning (SG) Joanna Disley (JD) Hailey Kelso (HK) Jane Beston (JB) Denise Noble (DN) James Brown (JBr) Anuska Dostalova (AD)	Co-opted Governor Principal Co-opted Governor Staff Governor Staff Governor Parent Governor Parent Governor Parent Governor Co-opted Governor Co-opted Governor Parent Governor
<b>Also in Attendance:</b>	
Debbie Tomkinson (DT)	Clerk

*The meeting met its quorum*

<b>AGENDA ITEM 1</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	<p>SaW welcomed all to the meeting. There were no apologies. At the start of the meeting, SaW highlighted the need to look at priorities for the year ahead. The health and safety of staff and pupils is a huge priority. It will be important that the support that governors have provided since lockdown continues to be maintained along with ensuring that the LGB fulfils its other functions.</p> <p>SaW recognised the work of KD and the CEO and the power of the Trust. He was of the view that working more closely with the Trust has to be a goal for the coming year.</p>

<b>AGENDA ITEM 2</b>	<b>DECLARATION OF PERSONAL &amp; PECUNIARY/BUSINESS INTEREST (Statutory)</b>
<b>Discussion:</b>	<p>The annual declarations of personal and pecuniary interest forms were circulated in advance of the meeting. Governors were asked to complete and return, if they have not already done so, to the clerk. SaW declared that Laura Robinson is his daughter and works at Mill View Primary.</p> <p>It was requested that governors inform the clerk of any changes to their declared interests as soon as possible to ensure they are always up-to-date.</p>
	<p><b>ACTIONS</b></p> <p><b>Governors to complete and return the annual declarations of personal and pecuniary interest forms to the clerk.</b></p>

<b>AGENDA ITEM 3</b>	<b>PART ONE MINUTES OF MEETING – JULY 2020</b>
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<b>Discussion:</b>	The Part One Minutes of the meeting dated 14 <sup>th</sup> July 2020 were accepted as a true and accurate record with the exception that one reference to SE should have read SaW. Subject to that amendment, the minutes were approved.
<b>DECISION</b>	<b>RESOLVED: That the Part One minutes of the meeting dated 14<sup>th</sup> July be accepted as a true and accurate record. All agreed.</b>

<b>AGENDA ITEM 4</b>	<b>REVIEW OUTSTANDING ACTIONS</b>
<b>Discussion:</b>	<p><b>Governors to discuss how to spend the additional surplus in the new academic year</b> This was discussed under agenda item 7. <b>COMPLETE</b></p> <p><b>Clerk to invite AB to the October meeting. ONGOING</b></p> <p><b>Governors to discuss governance in the new normal in the new academic year.</b> Included under agenda item 7. <b>COMPLETE</b></p>

<b>AGENDA ITEM 5</b>	<b>GOVERNANCE</b>
<b>Discussion</b>	<p><b><u>Election of Chair and Vice-Chair</u></b></p> <p><b>For Action</b> – Governors to elect Chair and Vice Chair of Governors.</p> <p>SaW was nominated as Chair at the July meeting and LE was nominated as Vice Chair. In order to preserve the secrecy of the ballot, governors were asked to email their votes or any comments to the clerk. SaW was unanimously appointed as Chair of the LGB for the current academic year.</p> <p>LE left the room whilst governors voted on her nomination and she was unanimously appointed Vice Chair of the LGB for the current academic year.</p> <p><b><u>Appointment of Clerk</u></b></p> <p>Governors agreed the appointment of the clerk to the governors for the new academic year. This was approved by governors.</p> <p><b><u>Link Governors</u></b></p> <p>Governors agreed the following link governor roles:</p> <p>Safeguarding - JB  Finance- HK  Health and Safety - LE  SEND DN  Data Protection JBr  PPG and LAC - AD  Governor Training JD</p> <p>JBr suggested that he would like to contact the GDPR trustee in relation to his role as GDPR governor and clerk agreed to send an email to the relevant trustee.</p> <p><b><u>LGB Membership</u></b></p> <p>Governors reviewed the following:</p>

**Terms of office.**

These were received and noted. There was no further action necessary.

**Vacancies**

There is one vacancy for a co-opted governor. Clerk advised that several governor role vacancies had been placed and if she became aware of someone who expressed an interest in the role she would advise KD and SaW. At this stage, however, it was agreed that there was a good skill-set amongst governors and that recruitment was not a priority at this stage.

**Skills Audit**

The Skills Audit had been completed in the last academic year and this will be used to inform training priorities for the LGB for the current year.

**LGB Annual Planner**

The new LGB annual planner was circulated in advance of the meeting and approved by governors.

**LGB Impact Statement – 2019/20**

The purpose of the impact statement is to enable governors to reflect on the previous year’s work which will then be fed-back to the Trust.

SaW shared some unsolicited reflective observations on the work of the LGB from JBr. JBr had sent SaW an email commenting that the LGB was an effective group, strong but supportive with all governors providing effective challenge. This indicates that each member of the LGB is equally committed to the support and challenge of the SLT. Governors were also becoming increasingly knowledgeable in their roles.

SaW was of the view that it was important that governors regularly reflect on their practice and he has been asked to speak to the Chairs of the other LGBs with a view that this becomes an annual process. Given this, it was suggested that the discussion in relation to the impact statement be deferred to the October meeting.

In the meantime, each governor was asked to consider the following two aspects of the way the LGB works:

1. The impact of working as a team and providing a summary of what was effective and where the impact was.
2. To consider the individual’s roles as link governor and highlight any areas of success in the focus area.

**Pay Appeals Panel**

Staff appraisals are to be completed in October and it was agreed that SaW, JB and JD would form the Pay Panel.

The Headteacher’s performance management panel was confirmed as SaW, Alison Brennan (link trustee) and the CEO.

	<p><b><u>Scheme of Delegation and Terms of Reference</u></b></p> <p>The Scheme of Delegation and Terms of Reference were circulated in advance of the meeting for governors' information. The clerk confirmed that there had been some minor changes to personnel with the only substantive change being the inclusion of a provision to enable the Chair of the Trust Board to take a Chair's action in exceptional circumstances.</p>
<b>ACTION</b>	<p><b>Governors were asked to consider both positive and areas for development and to provide this information to the clerk by Monday 6<sup>th</sup> October. Clerk to collate the information for circulation in advance of the next LGB meeting.</b></p> <p><b>Discussion on impact statement to be deferred to the October meeting.</b></p>
<b>RESOLVED:</b>	<p><b>That SaW be appointed as Chair of the LGB for the current academic year. All agreed.</b></p> <p><b>That LE be appointed as Vice Chair of the LGB for the current academic year. All agreed.</b></p> <p><b>That DT be appointed as clerk for the current academic year.</b></p> <p><b>The LGB annual planner was approved by governors.</b></p>

<b>AGENDA ITEM 6</b>	<b>EDUCATION: RE-OPENING OF SCHOOL – COVID-19 UPDATE</b>
<b>Discussion</b>	<p>KD provided a verbal updated on the full re-opening of school.</p> <p>The school is open and everyone is very happy to be back teaching the children. KD has been thinking of how to measure the success of the re-opening process but this is difficult to measure. The main priority is minimising the risk to children and staff. There have been no confirmed cases of Covid at the school.</p> <p>The Risk Assessment was created before the end of the summer term and was scrutinised by governors. An amended version was shared with governors during the summer holidays and no governors raised any concerns about the plans. As school has re-opened, there have been tweaks made to the Risk Assessment but the main provisions remain the same. The plans and procedures are all working.</p> <p>All of the children are happy to be back in school and are responding positively to the rules, there have been no children who are deliberately flouting the rules and the atmosphere around the school is as calm as it has ever been.</p> <p>PPE requirements for staff have been reviewed in circumstances where they are working closely with other adults. Teachers are now required to wear masks if they are meeting with other adults or are working across bubbles.</p> <p>Until the school re-opened it was not possible to know of any potential higher risk areas. The staff room is quiet because of the staggered playtimes but measures have been introduced so that there is only one person able to be in the photocopier room at any one time.</p> <p>LE advised that she visited the school on the first day to get an understanding of the procedures in place and commented that the measures seemed to be working. She commended the staff for their work.</p>

KD stressed the importance on ensuring the safety of children and staff whilst maintaining the 'feel' of a primary school as children need to feel happy and comfortable in order to learn. KD was of the view that the balance was right in this regard

SG commented that as a classroom teacher everything felt as normal as it could be in the circumstances. There are staggered start times for classes and staff observe social distancing. He said it was very good to be back teaching the children and also commented on the positive attendance figures.

Lunch currently runs over two hours which means that one Key Stage has a long morning and the other Key Stage has a long afternoon but this has to be the case in order to minimise the risk to staff and children.

Some parents have questioned why children do not come to school in their PE kits on days where they have PE lessons. Children already have two days where they attend in their forest school clothes and to allow children to come in in their PE kits would mean another two days of non-uniform. The wearing of uniform does impact on the behaviour of some children. Having PE kits in school will also enable more PE sessions to take place if necessary.

Staff have made a lot of adjustments to their practice. They have also had to adjust to new learning platforms. Some platforms are being used differently and Seesaw has been introduced as a home learning and assessment tool as well as a way to communicate with parents.

Parent governors all commented on the positive start to the new year and they wanted to express their appreciation for the staff.

The plans in place have considered the circumstances where all children are in school and what would happen in the event of a lockdown. There needs to be further consideration of the provision for those children who are at home but healthy and could be working. As soon as the school is aware that a child is off for a Covid-related reason but is not ill, work will be set for these children. KD acknowledged that this was not an ideal situation but there is no capacity for live teaching in these circumstances. Staff have considered the numbers of children working at home that would be needed to implement live teaching.

It was acknowledged that there were some logistical difficulties in setting work for children when teachers only know a child will not be attending at 9am but the systems will be tweaked as needed.

**Q: How do parents know that the school will provide work for children?**

**A: It has been mentioned in the school newsletter but the provision is only for situations where the child is well and KD did not want parents asking for work if their child is ill. She confirmed that she will consider how this can be further communicated.**

All staff have been incredible and they are constantly making day-to-day adjustments and reflecting on situations to make every day better.

Pupil attendance in the first week was 97.6%. It has dropped this week it is anticipated that this will be an ongoing pattern due to the inability to book tests.

### **Pupil Outcomes**

Engagement and behaviour is very good. Children seem to be happy back in school and KD is asking parents to complete some small tasks at home with their children to maintain the home learning momentum. A lot of testing has taken place and the data and following analysis of the data, a number of intervention groups will be put in place.

A decision will need to be made about the focus of the intervention groups. There are some children who are below age-related expectations. KD needs to consider if it would be right to put

extra pressure on these children or whether it will be preferable to target those children who have just dipped below age-related expectations and put strategies in place to help them.

KD provided governors with an update on the data from the Star tests sat by the children. She noted that for the younger children, there are always a large number of children below age-related expectations and she and AG have undertaken an exercise to compare the percentage of children below this year against last year's data.

The figures for children at or above age-related expectations in reading are:

Y2 – 54%  
Y3 – 69%  
Y4 73%  
Y5 – 84%  
Y6 -69%

KD had anticipated that the figures would be lower given that children are assessed against the curriculum for this year which they have only just started.

Children at or above age-related expectations in maths are:

Y2 – 40%  
Y3 – 66%  
Y4 – 63%  
Y5 – 58%  
Y6 – 62%

Y2 children have not taken a test before and they will improve through the year. There is some work to do in maths but last year, the maths data was high and interventions will be in place to help children's progress.

**Q: Last year there was a problem with receiving information about the Reception children. How are the current Reception cohort?**

**A: They are doing very well and the early signs are positive, particularly in the area of personal communication. There have been lots of conversations nationally about an improvement in Reception cohorts this year and communication and language appears to be higher nationally.**

There is one place in Reception and once the assessments have been completed, KD will go through the waiting list so that place will be filled. There is a total of 212 children on roll.

**Q: How are staff?**

**A: The school has a full staff and everyone seems positive at happy.**

**Q: What is the greatest concern for KD at the moment?**

**A: The main concern is around staffing. There will be a point where staff showing symptoms will be unable to get a test and there is some planning taking place around this. It is fortunate that many support staff are also qualified teachers and so there are several tiers to go through before the school cannot safely open.**

If one of the children tested positive for Covid, that class bubble would close but the greater risk is infection spreading across staff and that is why the face covering measures have been introduced where there is adult to adult contact.

If there is a confirmed case of Covid, Public Health England will become involved in helping direct the decisions that need to be made. There is an issue of PHE not returning calls straight away and the LGB will need to decide what should happen in this circumstance.

There are no safeguarding concerns and the school is currently running one child protection case and one TAF.

	<p><b>Q: Has there been any impact on forest school or PE provision as specialist teachers have to cross bubbles?</b>  <b>A: There is guidance for specialist teachers which states that they are able to cross bubbles. There is some crossover which is as minimal as possible and precautions have been taken to minimise the risk. Lots of work takes place outside and at a distance. KD would like Y5 and Y6 to work together but this has not been possible. The sports coach works outside at all times, class teachers change the children and all equipment is wiped down between sessions. The delivery is good and there have already been children working outside in the forest or gardening.</b></p> <p><b>Q: Has it been possible to buddy Y6 children with Reception children?</b>  <b>A: There are plans to use a remote model and there will also be remote assemblies which parents can also attend and this is another good way of connecting with home.</b></p> <p><b>Q: Is the assessment data in line with expectations?</b>  <b>A: The data is always low at this point as children are assessed on a curriculum they have not been taught and so KD was pleasantly surprised with the data. KD did not anticipate that there would be a big impact on children's future data and any subjects they have missed during lockdown would be picked up at a later stage.</b></p>
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<b>AGENDA ITEM 7</b>	<b>VISION AND STRATEGY</b>
<b>Discussion</b>	<p>Governors were asked to consider, in the light of Covid, what the LGB can continue to do in the same way and what will need to be done differently. There will also be a need to review the strategy for the new school year including the potential expansion of the school to accommodate a nursery.</p> <p>A governor commented that remote meetings have worked well although the timing of meetings could be an issue. It was agreed that governors would inform the clerk of their preference for dates and times of meetings.</p> <p>It was recognised that governors may need to review how they communicate with the community and parents given that it will not be possible to have a physical presence in the school. It was suggested that governors review their link governor descriptions to consider what areas can be completed virtually.</p> <p>DN and SG left the meeting at 7.20pm</p> <p>It was suggested that governors could have an online presence at assemblies and parents evening where they take place virtually. Governors were asked to suggest any further ways of communicating with parents and the community to the clerk.</p> <p>Previous governors had discussed the possibility of opening a nursery at MVP, the consultation was entered into and the age range of the school was lowered but, at the time, there was a view that it was not financially viable and there wasn't the staffing capacity to drive the plan forward.</p> <p>KD was of the view that there is a huge need for quality pre-school care in the area. This is having an impact on the school as staff do not know the children when they join in Reception and it is not always possible to get the information that is needed.</p>

	<p>The school ended the last financial year with a surplus and it was proposed that there be a working party to explore the potential for opening a nursery onsite. KD has consulted with the Director of Operations who advised that as the consultation has taken place and the age-range lowered there are no further actions other than taking the decision on whether to open a nursery. KD also noted that the surplus of £70k will have reduced following the re-opening of school and in conversations with Bexton Primary it has been suggested that the cost of opening a nursery will be in the region of £90k.</p> <p>It was agreed that AG, HK, AD, JB, LE form the working party to look at the priorities for the current year. Clerk to email DN to see if she would also like to be part of the group. The biggest issue will be the site of the nursery and this will require someone to persist in trying to get a response in regard to the availability of the building next to the school. AG will lead and convene the working group who will feedback to governors on a termly basis.</p>
<b>ACTIONS</b>	<p><b>Governors to consider how they are able to complete their link governor responsibilities virtually.</b></p> <p><b>Clerk to email DN to enquire if she would like to join the vision and strategy working party.</b></p> <p><b>AG to lead and convene the vision and strategy working party.</b></p>

<b>AGENDA ITEM 8</b>	<b>FINANCE</b>
<b>Discussion</b>	<p>HK advised that there was no further financial update from the report provided at the end of the last academic year. The books closed last week and HK is due to meet the school business manager and will share the information with governors. However, the school is in a good financial position.</p> <p>KD provided an update on staffing. The recruitment strategy has been successful and a number of very good appointments including one-to-one staff, a teaching assistant, teacher and site maintenance officer. All new staff have completed induction training.</p> <p>A School Business Manager has also been appointed and this gives the school a lot of control over its finances.</p> <p><b>Q: Is there appropriate training being offered to the Business Manager?</b>  <b>A: There is a training programme in place for all of the newly appointed Business Managers across the Trust.</b></p> <p><b>Q: Is the appointment full-time, year-round or full-time term time only as it will be necessary to consider the administration capacity if a nursery was to be opened at the school.</b>  <b>A: KD advised that she will confirm the position and advise governors.</b></p> <p><b>Q: There are a lot of new support staff, is the recruitment strategy as planned or has Covid affected the staffing structure?</b>  <b>A: Covid has not affected the structure which is as planned.</b></p> <p>The school has been successful in its bid for an MBNA grant of £35k to be used for the EYFS area. The amount received was £3.5k less than had been applied for. The company that has been chosen was the most professional and there were negotiations with the company to reduce the overall costs. AG has been speaking to the designers so that the space will be available for all</p>



children to use. Part of the application was that the school contribute £10k which will be taken from the Devolved Formula Capital money.

A number of quotes were obtained as part of the application process and the company that will be used is the same one that has provided services for Kelsall primary school. KD shared a plan for the area and confirmed there would be no mobility issues and as the materials used will be more hard-wearing the area will not need as much maintenance as it currently does.

**Q: Can the canopy be extended around the building?**

**A: KD advised she is looking at seeing if the canopy can be used again but that she will also look for other funding for that purpose. The canopy is the most expensive part of the project but it would be worth the investment if the children could work outside in all weather.**

**Q: Are there any shaded areas for the children?**

**A: There are more hard standing areas to provide shade.**

The work will be able to begin in October and will be completed in two stages. The first part would be on the outdoor grounds and this would take three weeks to complete. On completion, the children will be able to use the area. The second part on the canopy would take place in November.

**Q: Do governors need to provide approval of the £10k contribution towards the project?**

**A: Approval of spending of DFC money is not normally required. KD was of the view that the criteria for spending the money has been met but, in any event, there is surplus income if there is an issue in not meeting the criteria.**

Governors agreed that it was important to consider the grounds especially given the Covid pandemic and HK to see if there are any other funds available to schools.

### **Catch-Up premium Grant**

The school should receive additional income in the sum of £17k to help children catch-up following being out of school for over a term. KD proposed that this money be used to employ a teacher for four mornings per week for this purpose. The teacher would provide short interventions for children over a six-week period and would then work with a new group. The interventions would be based on where the data indicates the gaps are. KD also proposed that this same member of staff could provide in-house supply cover in the event of staff being off. There would be an additional cost of £3k which KD proposed could be used from the supply budget.

There have been discussions with the Inclusion team on how to select the children for this programme to ensure it is a success. Those children in the bottom percentile in terms of reading ability would not be included in the programme and further in-house interventions would continue with these children.

KD also advised that she had purchased some CGP books for some of the children who are struggling for them to use at home. There is a plan for shared reading across the school and she is planning to purchase the reading scheme that matches the writing scheme which will be funded from the curriculum budget.

	Governors approved the use of the catch-up premium for the employment of teacher to work four mornings per week with an additional £3k to be used from the supply budget. All agreed.
<b>DECISION</b>	<b>RESOLVED: Governors approved the use of the catch-up premium for the employment of teacher to work four mornings per week with an additional £3k to be used from the supply budget. All agreed.</b>

<b>AGENDA ITEM 9</b>	<b>COMPLIANCE</b>
<b>Discussion:</b>	<p><b>Chair's Action</b></p> <p>The Chair had not taken any urgent action on behalf of the LGB since the previous meeting.</p> <p><b>Principal's Action</b></p> <p>The Principal had not taken any urgent action since the previous meeting.</p> <p><b>Quality Assurance document</b></p> <p>It was agreed that SaW would meet and complete the QA document with KD and this to be forwarded to governors for their consideration.</p> <p><b>Policy Update</b></p> <p>It was noted that the policy related to the previous safeguarding governor but subject to this amendment, the Safeguarding Policy was received and accepted by governors.</p> <p>Governors received the updated Keeping Children Safe in Education Guidance.</p> <p><b>Stakeholder questionnaire</b></p> <p>KD advised that the Trust had circulated a staff questionnaire on how the schools had dealt with the lockdown and KD is awaiting further information on the results which will be anonymous.</p> <p>Governors considered parent surveys but were of the view that it was not appropriate at this time to send out a parent questionnaire. It was agreed that parent questionnaires to be considered in the Spring term.</p> <p>During lockdown, SaW had written, on behalf of the LGB, to parents requesting that any concerns or complaints that parents had to write directly to him. SaW confirmed he had not received any correspondence from parents and this highlighted that this was the correct approach for the LGB to have taken in terms of protecting staff.</p> <p><b>Governor Training</b></p> <p>It was agreed that any governors who have yet to complete the mandatory training units to complete these. A number of new training modules have been released and JD agreed to review these and consider them in relation to the priorities agreed by the strategic working party.</p> <p><b>Governor Visits</b></p> <p>LE advised she had visited the school on the first day of term to witness how the risk assessment is being applied. There were no issues with the exception of one Y6 classroom door not staying open but it was positive to see everyone happy and working. Children have their</p>

	own individual pens and pencils. They all face towards the front but this has not impacted on the friendly feel of the school.
<b>ACTIONS</b>	<p><b>SaW and KD to review and complete the QA document for governors' consideration.</b></p> <p><b>Parent questionnaires to be considered in the Spring term.</b></p> <p><b>Governors to complete mandatory training modules if they have not already done so.</b></p> <p><b>JD to review the new training modules offered through the NGA's Learning Link.</b></p>
<b>DECISION</b>	<b>Subject to the amendment to the named safeguarding governor, the updated Safeguarding Policy was agreed and accepted by governors.</b>

<b>AGENDA ITEM 10</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion:</b>	There were no items of AOB.

<b>AGENDA ITEM 11</b>	<b>DATE OF NEXT MEETING</b>
<b>Discussion:</b>	Tuesday 13 <sup>th</sup> October 2020 time TBC

**Further discussions took place under the Part Two agenda**