



**MEETING 4 PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING
OF MILL VIEW PRIMARY SCHOOL**

Date	Tuesday 19th January 2021 at 6pm
Venue:	Virtual Meeting via Teams

Attending (Governors):	
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
Also in Attendance:	
Debbie Tomkinson	Clerk

AGENDA ITEM 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE
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Discussion:	SaW welcomed all to the meeting. There were no apologies.
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AGENDA ITEM 2	DECLARATION OF PERSONAL AND PECUNIARY/BUSINESS INTEREST (Statutory)
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Discussion:	There were no declarations of interest in relation to any of the agenda items.
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	There we no new interests declared.
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AGENDA ITEM 3	PART ONE MINUTES OF MEETING 3 – NOVEMBER 2020
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Discussion:	The Part One Minutes of Meeting Three were circulated in advance of the meeting and accepted as a true and accurate record. All agreed.
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DECISION	RESOLVED: That the Part One Minutes of Meeting 3 be accepted as a true and accurate record. All agreed.
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AGENDA ITEM 4	REVIEW OUTSTANDING ACTIONS
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Discussion:	HK to review Asset Register -ONGOING Miller Club update to be provided at the next meeting. COMPLETE Nursery provisions to be included on the agenda for the next meeting. COMPLETE Nursery update to be included on January agenda. COMPLETE
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	<p>Report of meeting between CEO and KD to be circulated in advance of the next meeting</p> <p>Clerk to update governors section on the website. Governors to provide clerk with pen portraits to be sent before the end of half-term. ONGOING.</p> <p>Quality Assurance document to be circulated to governors via email.</p> <p>Governors to advise of any training they think it would be beneficial for the Trust to provide. COMPLETE</p>
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AGENDA ITEM 5	COVID-19 UPDATE
Discussion	<p>AG provided governors with a verbal safeguarding update.</p> <p>The safeguarding policy has been updated to reflect the partial closure of schools in January and also includes any relevant updates received from the Safeguarding Children in Education team. This policy sits alongside the Trust template policy.</p> <p>Attendance is at the highest it has been for a number of years at 98%.</p> <p>There have been two referrals for social care in the autumn term – one child protection and one TAF. There are a further four ongoing cases. A lot of support needs have presented themselves in the autumn term and this is reflective of the position across other Local Authorities.</p> <p>A lot of work has taken place in relation to online safety, particularly with Y6 children. There has been a lot of communication with parents and it is hoped that the local PCSO will be able to provide online safety training for parents.</p> <p>All parents are required to sign an agreement before their child is able to attend online lessons. This is following an incident where a lesson was filmed by a child and uploaded onto a social media website. This is important to safeguard children and teachers. All parents have signed the agreement although there has been discussion with some parents about its contents.</p> <p>Q: Is this something that has happened at any of the other schools? A: It is not something that the other schools have spoken of but it is possible that this could happen in the future. There has to be a balance between providing the best opportunities for learning or stopping online provision and providing something inferior. KD has taken a very hard line to ensure this does not happen again and this was an appropriate stance to take in the circumstances. Teachers will now stop recording of lessons and all precautions have been taken. The systems that the school are as secure as they can be.</p> <p>It was also noted that the provision at Mill View is a standard offer for most schools offering remote learning.</p> <p>Children who were aware of the video on social media knew what to do and who to report their concerns to.</p> <p>AG and the Designated Safeguarding Lead reviewed all of the pupils considered vulnerable prior to the announcement that schools would partially close. Some of these children fit the government definition of a vulnerable child but any child that the school had concerns about were included within these figures. All children were rag rated. There were no 'red' children and 12 'amber' children. Nine children continue to attend school regularly, two are supported at home and another child is having increased contact through another agency.</p> <p>The results of a parent survey highlighted that 57% were eligible for a school place as critical workers. Including vulnerable children, a total of 136 children were entitled to attend – 64% of the total number of children in school.</p>

The guidance from DfE states that where a family only has one key worker the recommendation is that a child stays at home. There have been a number of conversations with parents and as a result now no more than 30% of children will attend on any one day.

This is a similar percentage to other schools in the area and is important to ensure the safety of staff and children and to reduce the risk of transmission.

The maximum number of children in any bubble is 15 and the largest bubble currently has 13 children. The guidance is not clear on what point is a safe number of children to have in school and there are likely to be more requests for places as the lockdown continues.

Q: Is the LGB comfortable with the numbers of children in school and is there a need to agree a maximum number of pupils?

A: The DfE position is that any decisions on pupil numbers should relate to the risk assessments. It was SE's view that given the resources and capacity of the school, 30% of pupils in attendance was a reasonable figure. SE would support KD if she said that to increase numbers beyond this would be unsafe.

All teachers and teaching assistants are working their full hours. Some teachers are teaching from home with teaching assistants supporting children in the classroom.

The provision is working well. Children in school are still able to attend the forest school as this enables teachers to have PPA time and it is more beneficial for the children to be outside.

Staff testing will take place in the w/c 25th January. The testing is in place to test asymptomatic carriers and staff will be required to take a test every Sunday and Wednesday. If that proves positive, staff will be required to take a lab test. If this is also positive, the class bubble would be required to close if there was no cover available. In the event that there was a large number of staff testing positive it may be necessary to have an isolation period for the whole school.

Governors agreed to support leaders decisions if, based on the risk assessment in place, KD felt that it would not be safe to open school. SaW would be available for consultation if this was required.

Q: Will teachers be required to teach if they are asymptomatic but test positive?

A: Where a teacher is well and can teach at home the expectation is that this would continue.

Q: Are parents being informed of the potential changes as a result of staff testing?

A: Yes, a message has been sent to parents.

Governors wanted to ensure that the workload of teachers was manageable. With the exception Y1 teachers who do teach two different lessons, children in school will access the same lesson as the children at home and so teachers are not required to teach twice.

A parent survey on digital access was sent in October so school was aware of any technology needs.

School is working to support those families who have more than one child but only one device. The DfE has provided one further laptop in addition to five previously received. All families do have access to one device and the remote learning offer has been timetabled so that all children should be able to access the live lessons.

The PTA has approved a request for the purchase of further laptops which will be used to provide staff with better equipment which they need for remote learning. The existing laptops can then be used for families who may need access to them.

Children will receive two live sessions in Y1-6 and Reception children receive an additional optional session. Most sessions are focused on English and Maths but some teachers are adding a science lesson.

Attendance at live lessons is excellent and the engagement and production of work has been fantastic.

KD to circulate the results of the remote learning survey which is overwhelmingly positive. Where there were any concerns, teachers have contacted the parents directly and training has been provided for those struggling to access the provision. The next step will be to consider how to move the offer along.

Q: How will the return to school work given there may be varying levels of engagement?

A: When children returned previously, the assessment highlighted those children with a 'covid' gap. The progress these children have made is excellent. Staff are very good at assessing, tracking and providing short interventions to help children.

It was acknowledged that once school full re-opens, there may be budgetary challenges to ensure the provision is resourced properly and the catch-up plan which is published on the website may need to change as a result.

Q: Will there be any increased catch-up funding available to schools?

A: It is not anticipated there will be any further funding.

Q: Could the Pupil Premium Grant be used to help children who have been disadvantaged by covid?

A: A lot of the grant was used for staffing and there are already measures in place to help children such as support provided by the Learning Mentor to families at home.

The positive feedback has been shared with staff. They have all been doing a great job. Teachers receive a significant number of notifications from families each day and that is why they need to be away from the class in the afternoon to support the children at home.

Q: Is the LGB doing enough to support the physical and mental well-being of staff?

A: KH has talked to staff about the day off in the summer term that had previously been agreed by governors and more staff are now booking dates off. KD will send staff a survey to understand how they are feeling and well-being is regularly discussed at SLT meetings and there is a well-being governor who is in regular contact.

SG advised governors that from his perspective the plans that have been put in place have been well-managed and he agreed to provide any feedback from staff in his capacity as staff governor.

Pupil well-being is based on the engagement of the children at home and through speaking to parents – children have been happy and chatty on the telephone although they are missing their friends. Whilst every attempt is made to make school 'normal' for those who are attending some of these children are flatter than they would normally be. There is a non-uniform day on a Friday so that there is no distinction between those children at school and those at home during the whole school assembly.

There is a need to consider children's emotional responses on their return to school. KD and AG have been planning for different scenarios with the aim of getting as many children back into school as possible.

It was also recognised that staff well-being will still be an important consideration when schools fully re-open and this should be included on the agenda at the appropriate time.

Catch-Up Premium

The catch-up premium report has been published on the school website but given the ever-evolving situation, it was recognised that funds may need to be re-directed.

Outcomes

	Data will be discussed at the next meeting but that children did make accelerated progress over the autumn term and for the majority of children, any covid gap has been closed.
	<p>Actions</p> <p>KD to circulate the results of the parent survey.</p> <p>Outcomes data to be included on the next agenda.</p>

AGENDA ITEM 6	VISION AND STRATEGY
	<p>School Development Plan and Self Evaluation Form</p> <p>The draft plan was circulated in advance of the meeting. KD has met with SE to discuss priorities going forward and they will have a further meeting in the week commencing 25th January.</p> <p>Nursery Provision (AG)</p> <p>There was no further update from that provided at the last meeting. The nursery committee is due to meet at the end of January and will report back to governors.</p>
Papers	Nursery Update to be included on the next agenda.

AGENDA ITEM 7	EDUCATION
Discussion	Governors received and noted the CEO's record of visit.

AGENDA ITEM 8	FINANCE
Discussion	<p>Miller Club</p> <p>HK provided governors with an update on the Miller Club. The current position is that numbers are down because of the partial closure of schools with between three and ten children attending any one session.</p> <p>Approval of expenditure under the Scheme of Delegation</p> <p>There were no items of expenditure requiring approval under the Scheme of Delegation.</p>

AGENDA ITEM 9	COMPLIANCE
Discussion	<p>Chair's Action</p> <p>The Chair had not taken any urgent actions.</p> <p>Principal's Action</p> <p>The Principal had not taken any urgent actions.</p> <p>Safeguarding (AG)</p> <p>The safeguarding update was provided by AG in agenda item 5.</p> <p>Website</p> <p>Governors were asked to provide the clerk with a pen portrait for inclusion on the school website by Friday 12th February 2021.</p>

	<p>Policy Update</p> <p>Governors were provided with a verbal update on the following policies:</p> <p>RSE Policy – A new scheme which was used over the lockdown period to support children proved to be very useful and these resources have continued to be used after lockdown. The resources are based on No Outsiders materials and are quality text-based. draws on threads of what was already in place in school and gives ideas for moving the curriculum forward. PHSE has a high focus in the school and the materials have been positively received by staff.</p> <p>There are a number of policies that KD will bring to the next meeting for governors’ information. Clerk to include policies on the next agenda.</p>
	<p>ACTIONS</p> <p>Governors to provide clerk with pen portraits for publication in the school website by half-term.</p> <p>Policies to be included on the next agenda.</p>

AGENDA ITEM 10	GOVERNANCE
Discussion	<p>Governor Training</p> <p>There were no updates on governor training.</p> <p>Governor Visit Reports</p> <p>The SEND Link governor report was received and noted by governors.</p>

AGENDA ITEM 11	ANY OTHER BUSINESS
Discussion:	<p>A report from the GDPR link governor was circulated in advance of the meeting and summarised what governors need to do in relation to data protection. This will be included in the Ofsted preparation file. GDPR training will be provided and JBr will feedback to governors.</p> <p>JBr reported on a GDPR incident in November 2020. This was a minor incident and no children were at risk and so there was no requirement to report this to the Information Commissioner’s Office.</p> <p>SE advised governors that he has produced an Ofsted readiness guide containing questions and areas that inspectors will be looking at and this will be circulated to LGBs.</p> <p>He also informed governors that the Trust is looking at ways LGBs can work collaboratively together – such as through the creation of link governor hubs.</p> <p>SE also recognised the strong support that governors have for the school and he reassured the LGB that the Trust is looking at how it can support its leaders.</p>

AGENDA ITEM 12	DATE OF NEXT MEETING
Discussion:	Tuesday 9th February 2021 at 6pm

Further discussions took place under the Part Two agenda.