

Saltford C of E Primary School
Academy Governance Committee Meeting:
23rd November 2021
6.00 – 8.00 pm via TEAMS

Minutes

MEETING TITLE	Saltford CofE Primary School Academy Governance Committee Meeting
DATE OF MEETING	Tuesday 23rd November 2021
MEMBERS PRESENT	Dawn Sage (DS) – Headteacher, Richard Rowland (RR) – Chair, Elizabeth Spincer (ES), Kathryn Hamlen (KH), Dan Carter (DC), Ben Whittle (BW), Nathan Styles (NS), Sumayyah Malna (SM), Paul Cummings (PC), Ian Freemantle (IF), Tor Manuel (Clerk)
IN ATTENDANCE	Margaret Simmons-Bird (MSB)
APOLOGIES	Dani Taylor, Emma King
DATE OF NEXT MEETING	Tuesday 1st February 2022

Executive Summary:

- MSB gave Ofsted presentation to AGC
- SEND, LAC and Safeguarding checklists shared with AGC
- Draft Governors training handbook shared with AGC
- New Headteacher’s report format used
- Admission arrangements for 2023-24 were discussed and agreed, with no consultation required
- SCR check undertaken
- Feedback from working party groups shared with AGC
- AGC were updated with information around Christmas performances

		Action
1.	Welcome and Apologies – Quorum	Chair
	Chair welcomed all to meeting. Apologies received from DT and EK ahead of meeting. IF opened meeting with a prayer.	
2.	Ofsted Inspection Presentation	MSB
	MSB was welcomed to meeting, to deliver Ofsted inspection presentation to AGC. MSB shared that inspections are now taking place using a different framework and noted: <ul style="list-style-type: none"> • Within the trust 3 schools have recently been inspected and AGC were advised to gain some perspective from them. • Think about who take in room with you, no governor should meet with inspector alone, more governors give a broader perspective. • School had section 8 inspection 2 years ago. Next inspection is likely be Section 5, which is a full, more detailed inspection. All 4 areas will be graded 	

individually, will grade all areas individually, and final judgement is overall effectiveness which is dependent on grades of first 4 sections.

- ❖ Leadership and Management
- ❖ Quality of Education
- ❖ Behaviour and Attitudes
- ❖ Personal Development

- There is an expectation that governors will have understanding off all 4 areas gained from school visits, reports and meetings.
- Overall effectiveness – how governors work and support school crucial to leadership and management.
- Focus of inspection is on deep dives. Always on reading and maths and also foundation subjects, to ensure school are teaching a broad and balance curriculum. Inspection team will accept some flexibility on foundation subject.
- Deep dive is not on pupil premium or catch up but curriculum
- This framework moves away from data. Not ask for data. Will look at how children progress through curriculum. Progress will be measured through greater depth of knowledge and understanding. Moving away from data and measurement more time on what children are learning and understanding. Core is around early reading. Notion is if children are unable to read they are unable to access the curriculum. Reading is crucial and for children to have good phonics knowledge. Phonics is fundamental.
- Governors need to know and understand 3 Is
 - ❖ **Intent** - what do we intend for them to know?
 - ❖ **Implementation** – curriculum delivery, does include other experiences and not just reading and writing. How do know children have learned? How do teachers know children are ready for next step of learning?
 - ❖ **Impact** – what do they know? All know about Futura curriculum. Know its age appropriate, parents can see on website and support learning.
- Have practical examples to share with inspectors. Ofsted like governors to say when I came into school and saw
- Familiarise with curriculum as much as possible. How do you know it is a good/outstanding curriculum? If school is teaching national curriculum this is sufficient. Ofsted want to see good or outstanding curriculum. About enrichment and extending learning to take place beyond classroom.
- Will speak to children in lessons, looking at books. Will ask what were you learning? How did you do that? What were you doing last week/term? Checking for long term memory. Did they understand it then and do they understand it now?
- Useful for governors to visit school and talk to children. Children are honest and will tell you what not tell teachers. Better to tell governors than inspector.
- If schools says it has a rich and ambitious curriculum, will ask children are they learning what intend to learn or just doing the national curriculum.
- Ofsted talk to children a lot in inspection. Book scrutiny, now take books with children and listen to children read. Governors can help with this. Ask literacy lead how can best support, see if using phonics. Able to get to know school well.
- Keep intended curriculum in heads and minds. Know why school teach how they teach, design and how this is impacting on children. What does secondary schools say about Saltford children? Are they well equipped for the future?
- Don't wait for Ofsted to ask questions. Go in thinking what do we want them to know about our school.

Behaviour and attitudes

- Ensure governors know what behaviour is like in school.

- What is attendance and punctuality like? How does Saltford compare across BANES and national average. In particular for SEN, PP and LAC children. Attendance tends to be lower in disadvantaged groups. Most schools focus on persistent absence What is school doing about broken weeks as this has a greater impact on children's learning due to no continuity.
- Familiarise yourself with the behaviour policy. Inspector will ask children what is behaviour like at school, during lessons, lunch and break times.
- Inspectors will ask about attitudes. Is there good motivation? Will ask if there is bullying in school and how is school dealing with it?
- Scrutiny of records – attendance overlaps with safeguarding. Are vulnerable children safe whilst not in school?

Personal development

- Issues around understanding of differences. Different cultures, gender, ethnicity. Understanding of differences and every aspect. How does school teach British values?
- Diversity and inclusive. Is school dyslexic friendly / autistic friendly?
- How do you develop pupil's character? About building resilience. How does school look after mental health and wellbeing of children and staff?
- What is school doing to ensure children are prepared to keep safe in and outside of school? What policies are in place?
- Children need to experience success to be successful. How does school experience success at their level? Measure of success may be different but can achieve success. Make sure happy content and confident.

Leadership and Management

- Inspector might not be looking at Leadership & Management (L&M) but through inspection and deep dives will learn about L&M.
- Inspector will speak to governors as closely linked with school. Will want to know your vision for school.
- Governors need to be aware of Scheme of Delegation. What is your role? Governors will be asked questions related to scheme of delegation.
- SCR – Does Safeguarding governor meet regularly with DSL? Have all governors read KCSIE? Is SCR up to date? Has it been checked?
- Are governors Safer recruitment trained? Ofsted will look for most recently employed person in school. Will seek them out and ask about safeguarding. Is there a whistleblowing policy? Do you know? Make sure this information is available to all. Newest staff is seen as weakest link.
- Staff development – clarity around development. Are staff getting support they need? Does school have training records linked to appraisal? What has been impact on money spent on training? What systems are in place? Do governors know this is happening?
- Every school is required to ensure compliant with equalities 2010.
- There will be an inspection on Early Years, as have own section within framework. For school to achieve outstanding, Early Years provision must be outstanding. Has all elements of inspection in main school. Inspectors do talk to EY children too.

Are we outstanding?

Questions shared for governors to reflect on. If schools ambition is to be outstanding this is what inspectors will be looking for.

Outstanding means exceptional standards with young people well prepared and ready for next stage of learning.

Do not use best fit approach - What looking for what is actually happening?

School website is shop window to school. AGC were advised to familiarise themselves with school website.

- To gather information Ofsted triangulate to gather evidence. It is important that senior leaders and governors are saying the same
- A checklist was provided for AGC members to review.

There is the need to know a lot of information. If governor not know answer would it be ok to reference I will go here to find answer or look there?

It will be a group of governors who will speak with the inspector. Choose a group of governors who you think are the right people to attend the meeting. It is never advisable to speak to inspector on own.

It was further discussed that at previous inspection the governors involved in meeting worked together and were able to build on responses.

AGC were reminded that as collective group the AGC all have the information. All have specialist areas and all have basic knowledge. Need to add all skills together and should feel confident.

Have been mindful that all link governor meetings have taken place virtually due to Covid. To what extent will inspector have consideration of this?

MSB reassuring that cis all have same situation. Will look at minutes. Will look at past minutes. Will want to know how mitigated against that. Would expect to say have kept in contact. Minutes will show how what governors did to keep up skilled on curriculum, on remote learning.

Not an excuse but reality.

If say not done anything cos of covid then that's a problem.

Try and plan to go in and do pupil conferencing and link member of staff, put in minutes, show timetable of what has planned. To be better than good is to have a plan, know issues, and how to fix it. Think should go in with confidence. Think about what want to tell what we know about our school and what proud of. Have good examples of what children done.

No further questions.

MSB thanked AGC for invitation to meeting and left the meeting at 1900.

AGC discussed how informative the presentation was and agreed that some thinking time and reflection is needed to digest all information received. This will be discussed further within AGC working groups.

AGC were reminded to reacquaint themselves with the Scheme of Delegation which was included within meeting papers.

It was noted that AGC shouldn't feel like all members need to do everything and that the responsibilities are to be shared and it will be crucial for link governors to report to AGC on behalf.

Action: Presentation slides will be shared with AGC

3.	Governance and admin (includes mandatory items to be discussed as advised by central office) <ul style="list-style-type: none"> • Personal declarations of interest • Reminder of mandatory declarations • Link Governors <ol style="list-style-type: none"> 1. SEND/LAC 2. Safeguarding 	Chair
	<ul style="list-style-type: none"> • There were no personal declarations of interest given. • AGC were reminded to complete mandatory declarations if still to do so. 	

- Link Governors checklists had been received from trust. DT and SM completed very well, thanks.
SEND/LAC feedback – SEND checklist all items ticked off.
LAC checklist has one item marked as amber. In addition to checklist SENCO will include LAC/Post LAC outline within SEN report to ensure information is available for AGC.
Action: Amber items to be included on agenda for next AGC meeting
- Safeguarding feedback** – During meeting cases and their progress were discussed. Also looked on CPOMS to ensure reporting is robust. Child protection and conduct guidelines are available for information.
- AGC were notified that link governor meetings had taken place with English and Assessment subject leads. Reports to follow but it was shared that both meetings were very positive with subject leads confident and really clear on their knowledge.
- AGC were informed that the new Training brochure for Governors had been shared via the GVO. Governors were encouraged to look at the brochure, and noted it will be looked at further within Resources WP.

Clerk

4. Minutes of previous meeting and actions arising **Chair**

	Action	By Whom	Meeting Date	Due Date
1	EK to share Foundation WP minutes of previous meeting	EK	06/07/21	ASAP
2	Ensure trust board are aware and agree with Saltford Chair reduced to one person following MJ's resignation. completed	Clerk	05/10/21	ASAP
3	KH to email 2 slight adjustment from previous minutes (typing errors) to be updated when received. completed	KH/Clerk	05/10/21	asap
4	Governor details to be updated on school website. ongoing	DS/Clerk	05/10/21	asap
5	MSB be invited to attend next AGC meeting to discuss Ofsted agenda item 2	DS/Clerk	05/10/21	23/11/21
6	AGC members to complete KCSIE/Safeguarding training Clerk to email governors yet to complete	All	05/10/21	URGENT
7	Clerk to obtain full results of summer parent questionnaire completed	Clerk	05/10/21	asap
8	Email Chair with any further thoughts and comments on how AGC meetings should be held. Item closed as no emails received.	All	05/10/21	asap
9	Link Governor meeting schedule to be shared to enable meetings to be arranged. BW to send to clerk to upload to GVO.	BW/Link Govs	05/10/21	asap

AGC discussed link governor visits and were encouraged to talk with the children during their visits as very effective way of finding out information.

	<p>It was questioned whether school could hold a governor morning as had done in previous years.</p> <p>Cases have reduced. Safety is paramount but could look to arrange. Due to some governors working governor morning not suitable for all but happy to accommodate what is needed.</p> <p>It was agreed to discuss further in January and subject lead governors were encouraged to still arrange visits.</p> <p>Minutes were agreed to be a true representation of the previous meeting.</p>	
5.	<p>Chairs verbal report including Chairs Forum update</p>	Chair
	<p>Chair shared an update on topics of discussion at recent Chairs Forum meeting.</p> <ul style="list-style-type: none"> • Stakeholder questionnaires were discussed • Governors training brochure was shared. Particularly like training identified for new governors and also more experienced governors. Members were asked to think about training holistically across AGC as a whole and what are priorities. AGC suggested sharing training across whole AGC might be useful, with suggestion to be discussed at next Resources WP • New Headteachers report format was discussed. AGC were asked that any comments on report be shared with DS or RR for them to feedback. Comments were made around formatting with the document in PDF version. <p>It was shared that for discussion at the next Chairs Forum meeting is 'How we use data collected and share best practice'.</p> <p>Action: Any feedback on new HT's report proforma to be shared with HT and Chair for collating.</p>	All
6.	<p>Headteacher's report including:</p> <ul style="list-style-type: none"> • KPIs 	DS
	<p>Headteacher's report was shared ahead of the meeting.</p> <p>AGC were informed that pages 1-4 of new style report would have formed KPI doc produced previously with page 5 giving general comments. Tried to structure report for governors, using Ofsted headings. Some difference have been noted to old report which will be fed back to executive.</p> <p>Attendance data was discussed due to the difficulty in obtaining this information, nationally and locally. Attendance has been skewed due to Covid.</p> <p>Attendance is 1% lower than last year – is this consequence of Covid?</p> <p>School has very little persistent absence. If absence over 10 days it is due to Covid.</p> <p>Is it reasonable to get some analysis on broken weeks absence as referred to in MSB presentation?</p> <p>Has analysis for school. This is studied for patterns and would be confident to share and update AGC.</p> <p>Staffing data graph – what is this showing?</p> <p>It is showing attendance of staff. AGC are informed of any long term absence.</p> <p>Is it days attended?</p> <p>Information is skewed. The report is trying to show long term sick and how long out for.</p> <p>Within KPI document previously shared it was useful to see last year's data for comparison.</p> <p>Currently option not available.</p> <p>Do colours used within report mean anything?</p> <p>No, Ofsted used to have these colours and were used to brighten up report.</p> <p>What does the term Ever 6 mean?</p>	

	<p>When families apply for pupil premium (pp) due to income. Children have pp status. If at a later date status changes will keep funding for 6 years. Will not be FSM but will be ever 6. Need to track carefully as at end of 6 years lose funding.</p> <p>What is the best way to give feedback for new style Headteacher's report?</p> <p>Feedback will be given through Chairs group and DS will also give feedback. Will be good to have all feedback information in one document.</p> <p>Is writing still an area of focus?</p> <p>Writing at GD is area of focus.</p> <p>Are you seeing progress?</p> <p>Moderation has just taken place between schools across year groups. Our children examples stood up well. Assessment has just been uploaded on to insight and will be discussed at Curriculum WP. Children are improving at greater depth but this continues to be focus.</p> <p>It has been shared previously that EYFS children were below with fine motor skills compared to usual baseline – have they caught up?</p> <p>Having specific interventions with their writing. Had 6 week transition into Y1 curriculum.</p> <p>Final draft SIP shared. Have added 'Why?' section for Ofsted headings. This has been cross matched to working parties for discussion and will be important document in planning agenda for meetings.</p> <p>SEF is a working documents which is revisited every few weeks, identifying areas of challenge and what school doing about it.</p>	
7.	Admission Arrangements 2023-24	DS
	<p>AGC discussed the admission arrangements for 2023-24 and agreed that the current arrangements would stand and there would be no changes made. School to send admission arrangements for 2023-24 to BANES and upload to school website for information.</p> <p>School current capacity is 430 – what is based on?</p> <p>Numbers on role should be 420 however there is flexibility to admit more than 30 in KS2 classes. Would like classes to be at 30 but school tries to accommodate parents moving into village. School anticipates the need for breaching class sizes will change when new school opens. BANES had requested all local schools to admit additional pupils due to lack of school places.</p>	
8.	SCR check	DT
	AGC were informed that the SCR check had been completed.	
9.	Curriculum Working Party	KH
	<p>Detailed minutes of previous meeting were shared ahead of AGC meeting.</p> <ul style="list-style-type: none"> • Homework policy is a big item of discussion currently • School was holding Assessment week. Outcomes will be discussed more fully at next meeting <p>AGC were informed that Curriculum WP papers were referenced on HT report for all to see focus. This included Futura approach to pupil premium and SEND report so all aware of this area. SEND is looked at in all areas of inspection.</p> <p>It was shared that all data from assessment week has been uploaded to Insight. School now in process of looking at data and what actions need to be taken. Teachers will look at data and make necessary adjustments for interventions.</p> <p>Governors were asked to look at Teaching and Learning and be familiar with expectations.</p>	

	Hope to have Data workshop if possible at next meeting and also curriculum booklet. Deep dive questions have been uploaded to GVO for use with link governor meetings. Questions give food for thought how can talk about curriculum.	
10.	Resources Working Party	BW
	<p>3 points want to focus on:</p> <p>Parent Voice group (PVG) hosted by Chair and parent governor. Arrangement worked extremely well. Good preparation was made by parents attending. Illuminating discussions took place. Parents had diverse opinions on same topics. Shows impossible situation on trying to keep all happy. A positive action from PVG meeting was school held access afternoon for parents to come and look at children's books. School was able to demonstrate acting and responding to voice of PVG group.</p> <p>Questionnaires - Discussed content of questionnaires.</p> <p>Parent questionnaire - Have looked at headline information but need to drill down into data, which has now been received. Unfortunately year group information is not available meaning unable to carry out year-on-year comparisons. Hope this will be included next year.</p> <p>Pupil questionnaire – Plan to do a cloud word. Many positive responses received, with favourite part of school being teachers. Will be something to celebrate when available.</p> <p>Wellbeing group – Group met twice last term and created staff charter, pledges on how staff behave, agree to. Not progressed as quickly as would like. Will use next meeting on 29th November to gather feedback to charter, which is a working document.</p>	
11.	Foundation Governor update	DC
	<p>AGC were notified that unfortunately planned meeting had needed to be postponed and needed to be rearranged, hoping that Rev Daile able to attend.</p> <p>Items for discussion will be SIAMS and humanism question asked.</p> <p>It was noted that Rev Daile is unlikely to be available until term 3 with meeting to be planned accordingly.</p>	
12.	AOB (Please notify clerk of any matters ahead of the meeting)	ALL
	<p>AGC Curriculum handbook</p> <p>AGC were asked if they felt it would be helpful for a curriculum booklet to be created, sharing details of the 'nuts and bolts' of curriculum, sharing curriculum information, subject leads, timetables, pointers to where to find information, which teachers know well, as a guide to support AGC members.</p> <p>AGC welcomed and agreed this would be very helpful.</p> <p>Action: KH to create handbook</p> <p>Christmas performances</p> <p>AGC were notified of difficulties school has faced in preparing to hold Christmas performances. School has tried to accommodate all, which has been a challenge as no government guidance released and Public Health informing need to restrict gatherings due to Covid cases.</p> <p>Raised with PVG as want to hold smaller, shorter concerts. Had suggested separating EY and KS1 Nativity performance however staff want to continue and share the workload. Performance will be ticketed with one ticket per child, and will also streamed live with thanks given to SCA for the loan of equipment to enable this to take place.</p> <p>Although some parents have expressed their disagreement school will continue to offer additional ticket to separated families as minority of parents take this up.</p> <p>Feel important to offer performing opportunities and have arranged the following: EY & KS1 Nativity Y3 – Y5 Christingle Service</p>	KH

	<p>Y6 Lighting of Christmas tree at Saltford hall. Events are ticketed as not have capacity to offer have in the past. Topic of change and meeting parent’s expectations will be discussed at Curriculum WP. Have previously held big events and need to articulate why changes have been made.</p> <p>School aware that may need to cancel what is in place should cases increase as safety of all children, families and staff is of utmost importance.</p> <p>There were no other AOB items.</p> <p>AGC were thanked for their time and meeting was drawn to a close.</p>	
	<p>AGC meeting dates for 2021/2022</p> <ul style="list-style-type: none"> • Tuesday 1st February 2022 • Tuesday 22nd March 2022 • Tuesday 17th May 2022 • Tuesday 5th July 2022 	

Meeting closed at 1956

Action Record

	Action	By Whom	Meeting Date	Due Date
1	MSB Presentation slides to be shared with AGC	Clerk	23/11/21	ASAP
2	Feedback on new HT report to be sent to Chair of HT	All	23/11/21	ASAP
3	AGC curriculum handbook to be created	KH	23/11/21	01/02/22
4	Amber items identified in LAC checklist to be discussed at next AGC	DS/SM	23/11/21	01/02/22

Signed:

Date: