

**Saltford C of E Primary School
Academy Governance Committee Meeting:
2nd February 2021
6.00 – 8.00 pm**

Minutes

MEETING TITLE	Saltford CofE Primary School Academy Governance Committee Meeting
DATE OF MEETING	Tuesday 2 nd February 2021
MEMBERS PRESENT	Dawn Sage (DS) – Headteacher, Megan Jackson (MJ) – Chair, Elizabeth Spincer (ES), Kathryn Hamlen (KH), Dan Carter (DC), Ian Freemantle (IF), Emma King (EK), , Ben Whittle (BW), Sumayyah Maana (SM), Paul Cummings (PC), Dani Taylor (DT), Tor Manuel (Clerk)
IN ATTENDANCE	Andrea Arlidge (AA)
APOLOGIES	Nathan Styles (NS)
DATE OF NEXT MEETING	Tuesday 23 rd March 2021 vis MS Teams

		Action
1.	Welcome and Apologies – Quorum	Chair
	MJ welcomed all to meeting with particular welcome to PC, SM and DT new parent governors and AA. Apologies received from NS. IF opened meeting with prayer.	
2.	Governance and admin (includes mandatory items to be discussed as advised by central office)	Chair
	<ul style="list-style-type: none"> - Annual forms to be collected by Clerk (Annual DBS and Personal declarations of interest) - Welcome to our new Governors - Chairing AGC meetings moving forward 	
	<p>School recently held governor elections as previous terms of office for parent governors were coming to end. Very pleased to welcome 3 new parent governors to AGC.</p> <p>Following the election RR was not re-elected to AGC.</p> <p>Looking at Terms of office, AGC full with 12 members. MJ intends to leave at end of academic year, which could leave AGC without a chairperson. Would like to discuss the possibility of inviting RR to rejoin the AGC as a co-opted governor, to co-chair with MJ, as part of succession plan. This would increase AGC membership to 13 members for</p>	

short space of time. This arrangement is currently in place at another trust school. Requirement within Articles of Association is that AGCs must contain at least 2 parent governors and that a quarter of membership should be foundation governors for Church of England Schools.

Overwhelming message is for aim to contain between 8-12 governors, if case for larger AGC with reference to skills and experience could extend for a short while. MJ felt previous co-chair arrangement worked well due to different experience and busy workloads.

BW - having effective handover is important. Feel MJ can execute handover very well but feel RR previous experience would help facilitate smooth handover. Wholeheartedly agree with proposal for RR to rejoin AGC.

AGC used raise hands function to vote on proposal and unanimously voted to invite RR to join AGC as co-opted governor and co-chair with immediate effect. DS to contact RR with outcome of discussion.

AA thanked AGC for welcoming to meeting. AA role is to ensure trust operating as well as should be, that schools are receiving support and challenge and outcomes are as good as can be. Trust board feel important for schools to be working with governance. Paper was produced at Chairs Forum to help and support AGC role during lockdown. WMAT Executive attending AGC meetings to ensure clarity on what is being asked of AGCs and if comfortable with structure. Need to focus on certain areas, PP, Safeguarding, LAC and SEND. Checklists have been provided to support governors of these areas who are to have regular contact with leads in school, complete and send to AGC clerk. Clerk to then share with HT, chairs and to AA. ELT will feed back concerns and best practice to trust board, to keep trust board in touch at school level. A remote learning checklist has also been produced which has been a focus during lockdown. Important for trust to keep overview, and to know level of practice being delivered is what it should be.

By joining AGC meetings it is an opportunity for governors to ask questions, and also an opportunity from board to pass on their thanks to AGC for the role they are carrying out. Board particularly impressed with Saltford AGC and their level of involvement for school.

SM commented that as a new governor, with responsibility for SEND, LAC and PP, found checklists very helpful as helped streamline what need to look at.

Governors had no further comments.

MJ thanked AA for message shared.

DS

3. Minutes of previous meeting and actions **Chair**

	Action	By Whom	Meeting Date	Due Date
1	Minutes to be sent to chair for signing. Original action to send to RR. Clerk to resend to MJ for signing.	clerk	24/11/20	ASAP

	2	DS to arrange SEND inset day training invitation to be sent to ST. Following results of parent governor election DS liaise with SM regarding inset day training, as governor with SEND responsibilities.	DS	24/11/20	ASAP	
	3	Outstanding mandatory annual declarations to be completed and returned to clerk asap. Reminder	All	06/10/20	End of term 2	
	4	KCSIE safeguarding training to be completed urgently Reminder	All	06/10/20	End of term 2	
	Governors agreed that minutes of previous meeting were true representation of meeting. Clerk to send minutes to chair for signing.					Clerk
4.	Chairs verbal report including Chairs Forum update					MJ
	<p>MJ had attended Chairs Forum meeting where role of AGC during lockdown was discussed, with shift in focus towards monitoring with checklists provided.</p> <p>New governors have settled well.</p> <p>Remote education is being delivered as in previous lockdown. Was discussed how to monitor remote education delivered and how progress is monitored. Children not in school and not going through usual assessment. Checklists issued discussed at Resources and Curriculum working group meetings. Next chairs forum is next week. Will be split up into different sections, involving break out rooms, for governors to share thoughts and ideas.</p> <p>Docs on GVO for all to see. Easier to look at those and focus thoughts on what need to think about for monitoring school at the moment.</p>					
5.	Headteacher's written report including Covid update					DS
	<p>DS and MJ have been meeting weekly.</p> <p>Checklists are annotated and completed for February, will revisit every few weeks for updating. Link governors are meeting with staff, busy time for staff in school, end of last week had 43% of children in school. Figures are increasing.</p> <p>Lateral Flow Testing has started for staff – This has been well received as safety measure in place. School is hopeful for, and working towards return on 8th March should government guidance allow.</p> <p>Working parties met prior to AGC, looking in depth remote education and role of AGC and checklists provided by trust. A lot of work on live logs and monitoring for PP, LAC and vulnerable children pastorally. Looking at more able children and levels of engagement and next steps. Live lessons have been a steep learning curve and created challenges with school making big strides in this area.</p> <p>Remote learning parent questionnaire has received 100 responses which are generally very positive. Parents are happy with pitch of work, and would like to see more live lessons. DS offered thanks to staff team for</p>					

	<p>the hard work juggling both ways of teaching online and also children in school, offering good quality of lessons for all.</p> <p>Resources – discussed wellbeing and workload, looking at how guidelines can be used once return to school.</p> <p>Created checklist from trust questions. Been a lot of talk about recovery, what will it look like and how it will be carried out.</p> <p>SEF and SIP to be revisited at next AGC meetings.</p> <p>At next curriculum meeting will look at Covid catch up plan and challenges faced.</p> <p>Have shared KPIs within report which updates AGC with information needs to know.</p> <p>AGC had no questions to raise on HT report.</p>	Clerk
6.	Curriculum Working Party Feedback – focus on Remote Education	KH
	<p>Discussed current position in school, some usual agenda items not discussed as more important to discuss.</p> <p>Acknowledged thanks to all school team, remarkable effort from all, thanks for all doing.</p> <p>Welcome to new governors at CWP, SM and DT.</p> <p>Crossover on what is discussed within Resources WP.</p> <p>Discussed online learning and school provision being provided. Big undertaking from staff, having to learn new skills quickly, big learning curve, to run systems, best plan, planned work not suitable for school/home vice versa. Have to deliver different for home, parents are feeling stressed, overwhelmed on how to deliver lessons as not teachers. Fully understand this.</p> <p>Need to ensure good balance of lessons being shared. An upsurge in live lessons, previously pre-recorded could share links and prepare work.</p> <p>Mixed reviews as some parents like it, some don't. Hard to schedule lessons, difficult for parents who have more than 1 child, with own work commitments. Government keen to have live lessons to be delivered, but do need to consider this brings own issues.</p> <p>School is open for children of critical worker and vulnerable children. Hoping for school re-opening to all on 8th March, but more children are coming in with some families struggling.</p> <p>Provision and engagement within school is excellent, as much as normal life as possible. Parents were asked if children at home feel missing out from children at school. Parents supportive, feedback is continually being gathered and can meet needs.</p> <p>Lockdown is different this time round, services including speech and language are being provided. Not as effective as could be but is important for support to be received.</p> <p>DT commented that due to appointments missed during first lockdown, is a backlog of appointments to be completed. Due to some referrals being made 9 months previously, referrals are sometimes out of date with differing issues.</p> <p>Remote education provision – applications have been made for some devices. Not received all would hope for. Where pupils are unable to access work electronically, paper packs are being delivered to home.</p> <p>Assessment – very little assessment being undertaken as not all children in school, work completed is not guaranteed work to measure from. Not</p>	

same base on which to assess. Teacher Assessment is key. Year groups who undertake statutory assessment have been encouraged to complete some assessment process to have some data to be shared. Do need to be mindful of difficulties and children struggling.

Discussed mental health and making sure enough resources available for children and also staff. Teachers under massive strain. Having to produce a lot of work with shorter timescales, difficulty with internet uploading lessons, issues for staff and families. Discussion on secondary children suffering, families reporting self-harm and anti-depressants. Need to be very mindful of stress and pressures everyone under. Know children like routine. Steer for AGC is to monitor mental health. Need for staff wellbeing to be well managed.

DS thanked staff for embracing MS Teams which is new area for this lockdown. Confidence is growing and is evolving.

DT questioned whether school is collecting any data on how much work is coming back from online learning? Is there talks on adjusting curriculum on return to school.

DS shared that school has bought into Tapestry for EYFS and Seesaw for 1-6. Each child has portfolio of work, can see all pieces of work submitted. Able to monitor engagement closely. Engagement is really good.

With live lessons can download registers of attendance and can follow up non-attendance with phone calls to chase in minority.

Planning ahead writing stamina was identified as an issue after previous lockdown, teachers will be building stamina into work in school and also lessons.

DT questioned whether a survey to find out how children are coping with mental health could be produced?

DS replied that following previous lockdown WMAT produced questionnaire with school following up on issues raised. Some parents have included notes on current parent questionnaire. Can reuse and link to piece of work.

AA confirmed that trust will send out questionnaire before children return after lockdown. On all websites there is also a link for anyone to report any safeguarding concerns.

PC noted the numbers of children of CW&V children attending school and asked on challenge of balancing children at home and also in school.

DS answered that it would be easier if all children were either in or out.

It is a challenge is juggling both, aim is to offer parity, that children at home receiving as good an offer as children in school. Biggest challenge is staffing as when teachers in school with children not able to work on remote learning and there is a lot of work coming in. School very lucky to have team of good quality teaching assistants.

Would not want to refuse a place but trust have produced criteria method, and categorisation may come in to force should numbers continue to increase. Government guidance state that if 1 parent is classed as a critical worker a place can be requested. School feel parents are being very honest and realistic and only booking time they need.

PC offered thanks to school, as parent have found offer provided by school is really good.

	<p>ES thanked EK and IF for assemblies which have been shared in school and at home too. Good way to keep extended community whilst in bubbles. IF and EK thanked for feedback.</p> <p>AA thanked Salford colleagues for their cross trust work, contribution is appreciated and over and above on what they do at school.</p>	
7.	<p>Resources Working Party Feedback – focus on Staff workload and well being</p> <p>Risk register review</p>	BW
•	<p>BW shared resources spent a lot of time discussing staff wellbeing. One area of involvement identified by trust for AGCs is ensuring workload for staff is reasonable and proportionate. Learning curve has been tremendously steep, with teachers being asked to deliver the impossible, need is so acute. As governor responsible for wellbeing need to question how sustainable this is. Hope that as teachers get more used to tools and in more of a routine the pressure will become more manageable. When looking at wellbeing, desolute feeling. Considered information being presented and asked what can be done to support with limited resources.</p> <p>Offers of support were given to school from AGC members whilst understanding the difficulties faced.</p> <p>Want to focus on how can identify staff members who need support. Keen to monitor whether staff reaching capacity. Where possible all staff are working in school and are able to provide support to staff who are struggling. DS assured AGC that she is working with SLT ensuring staff are supported. Activity in school is very high. Some staff working from home completely and in regular contact with DS. Confident not missing out on supervision of staff.</p> <p>Discussed strain on staff. Many teachers are parents and homes which can be additional levels of stress, or could live alone and be isolated. Mindful of all factors. Concern risk of contracting Covid is ever present. Demographic of places needed are children of frontline workers so more likely to be exposed. Staff are thinking that this could increase risk.</p>	
•	<p>DS shared wellbeing guidelines leaflet produced for staff. Guidelines will stand for now and after Covid, ensuring equipment, device and resources needed. Lots of practical work, also discussed health benefits scheme offered to staff is really good.</p> <p>AA asked if wellbeing guidance and leaflet could be shared with a view to share across trust, and requested that if school/AGC had any resources that would be useful to share with other schools please let AA know as everyone IS the trust. DS shared that school had made Natalie Hahn aware and found NHN to be very helpful in this.</p> <p>AA commented that staff well-being is essential and know that this is an area HR are working on.</p> <p>EK attended diocese wellbeing training session, foundation governors have received a lot of information and good practice which will share with DS.</p> <p>EK to share information with DS.</p>	EK
•	<p>LFT started at weekend. All staff to test Sunday and Wednesday to help DS to plan should positive test come back.</p>	

	<ul style="list-style-type: none"> • BW – my benefits package – leaflet to show what is provided, more practically is access to helplines and counselling. Available to all staff and members of families. Felt reassured by this. SM suggested offering staff the option of survey to find what they need/want which is currently not in place. BW agreed with suggestion. Data shared from previous staff survey wasn't very detailed to allow schools to unpick and see specific issues may be. Would like to see more detailed breakdown of data shared. ES shared thanks to Resources wp for recognising the importance of wellbeing and for discussing in so much detail. Recognition is important. Recognition and appreciation is very much appreciated by staff and suggested that AGC thank staff for all their hard work and support. • A discussion took place on ways to show thanks to staff at the current time and also in the future. It was agreed that the chair would write on behalf of the AGC in order to not exclude any members of staff currently working from home. MJ will write to staff on behalf of AGC. • Parent voice group – RR had idea and spearheading – to get more meaningful voice and get feedback as stakeholders. Want to launch meetings, will work best and more efficient if DS were part of these groups. Have secured volunteers from 11 /14 classes. Got good body of parents committed to join. Now looking for governor to chair meetings. DS RR rejoining AGC and as his suggestion will ask to take lead. • Risk register discussed – document stands as was – no significant changes to make. <p>AA thanked AGC and left meeting 1930.</p>	MJ
8.	<p>Link Governors – update on key roles and any meetings with key staff so far SEND, Pupil Premium and LAC Safeguarding</p>	DS
	<ul style="list-style-type: none"> • DS met with new governors and discussed and appointed link governor roles. Will need to work together to complete checklists. Discussed safeguarding in current climate, poor attendance by some pupils and steps taken to make sure children are coming to school with staff calling parents and going to house if necessary. Attendance being monitored and is of acceptable level. No safeguarding issues. • Link governor area within GVO. Do have some statutory roles which need continuing monitoring using checklists provided by WMAT: Safeguarding – DT SEND/PP/LAC - SM DS requested that link governors for all other areas please wait until current climate is more settled before making contact with curriculum leads. BW requested that DS inform AGC when appropriate to contact staff. <p>AGC were reminded that notes for link governor meetings be sent to DS before uploading to GVO.</p>	DS

9.	Foundation Governors meeting feedback	DC
	At last meeting foundation governors discussed SIAMS, Collective Worship and RE policies. DS asked for CW and RE policies to be circulated as no changes made. Also discussed SIAMS inspection the rule for statutory inspections every 5 years is dis-applied during current circumstances. When restrictions are relaxed clock will be reset to normal just 18 months apart. Inspections due in March 2020 will take place in September 2021, so for Saltford next inspection will be 2023. Preparations are in place with SIAMS being central focus for meetings.	
10.	AOB (Please notify clerk of any matters ahead of the meeting) • Admissions and Class sizes	All
10.1	DS wanted to reassure governors school mindful of class sizes within school after receiving letter from parent questioning schools decision to increase class size to 33 and admit additional pupil in KS2 class when a place was being offered to their sibling. Infant class size have legal cap of 30 per class, although excepted breach for armed forces child. There is no such restriction for KS2 classes. School will endeavour to keep class sizes as low as possible. Mindful of challenging conditions and will try to accommodate family if live in village. DS confirmed that opening of Two Rivers school is listed as potential risk on our risk register and is a 2 form entry WMAT school, opening a year group at a time. This school should offer support in terms of offering places for children in the locality.	
10.2	KH happy to co-ordinate leaving gift from AGC for ST. Card has been purchased and all donation welcomed. KH happy to share bank details via email as difficult to have collection. DS has formally written to ST to offer thanks for help and support during time as governor.	
10.3	ES requested thanks be noted to DS for carrying out amazing job in difficult times, for being supportive and proactive and for keeping staff buoyant during very difficult times.	
11.	Dates of AGC meetings 2020 – 21 - MS Teams meeting invitations sent.	
	<ul style="list-style-type: none"> • Tuesday 23rd March 2021 – MS teams • Tuesday 18th May 2021 • Tuesday 6th July 2021 	

Meeting closed at 1947

	Action	By Whom	Meeting Date	Due Date
1	Minutes to be sent to chair for signing, also previous minutes to be resent	clerk	24/11/20	ASAP
2	DS to update RR with outcome of AGC co-opted governor vote	DS	02/02/21	ASAP
3	Clerk to contact governors yet to complete statutory declaration forms/KCSIE training	All	02/02/21	ASAP
4	EK to share foundation governor well-being resources with DS	EK	02/02/21	ASAP
5	MJ to write to staff on behalf of AGC, offering thanks for their hard work	MJ	02/02/21	ASAP
6	DS to inform AGC when appropriate for link governors to make contact with curriculum leads	DS	02/02/21	ongoing
7	SEF & SIP updates carried forward to next AGC meeting	clerk	02/02/21	23/03/21

Signed:

Date: