

**Saltford C of E Primary School
Academy Governance Committee Meeting:
5th July 2022, 6.00 – 8.00 pm
Saltford School**

Minutes

MEETING TITLE	Saltford CofE Primary School Academy Governance Committee Meeting
DATE OF MEETING	Tuesday 5th July 2022
MEMBERS PRESENT	Dawn Sage (DS) – Headteacher, Richard Rowland (RR) – Chair Elizabeth Spincer (ES), Kathryn Hamlen (KH), Dan Carter (DC), Ian Freemantle (IF), Ben Whittle (BW), Paul Cummings (PC), Sumayyah Malna (SM), Tor Manuel (Clerk)
IN ATTENDANCE	
APOLOGIES	Dani Taylor (DT), Nathan Styles (NS), Emma King (EK)
DATE OF NEXT MEETING	Tuesday 4th October 2022

		Action
1.	Welcome and Apologies – Quorum	Chair
	Apologies were received ahead of meeting from DT, NS and EK. RR welcomed all to meeting. IF opened meeting with a prayer. KH action from curriculum WP was to write letter to all staff, and do small collection in staff room as think more personal. Would like to do before end of term rush.	KH
2.	Governance issues <ul style="list-style-type: none"> • Declarations of Interest • AGC Succession Planning • Governors’ Monitoring Morning 	Chair
	Declarations of Interest There were no declarations of interest recorded. AGC Succession Planning <ul style="list-style-type: none"> • Following 10 years as parent and community governor BW will be stepping down as a governor after first meeting of next academic year, with a view to support school through potential Ofsted inspection, with decision to step down as Chair of Resources Working party (WP) with immediate effect. 	

	<p>PC to take on role of Resources WP lead with IF becoming AGC representative for Wellbeing group with DS support.</p> <p>[SM joined 18.13]</p> <ul style="list-style-type: none"> • KH raised potential conflict of interest in leading Curriculum WP group whilst being staff member next year. It was agreed that as WPs have no delegation of authority the AGC are in agreement that KH continue as Chair of Curriculum WP. • A potential candidate has been identified to fill the vacant co-opt governor role. Chair to have discussions. <p>AGC shared their thanks and appreciation to BW for his work, diligence and support given during his 10 years as governor to Saltford School.</p> <p>Governor Monitoring morning Thanks was given to governors who were able to attend the informal morning, where they had an opportunity to talk to staff and children and see work.</p> <p>It was feedback to AGC that governors were welcomed into every class, where children were well behaved and interested in understanding the governor role.</p> <p>Governors gave their thanks to DS and all staff and children for being made to feel so welcome and for lunch being provided.</p> <p>Governors were notified that they are welcome to visit school and do not need an invitation.</p>	RR																														
3.	Minutes of previous meeting and actions arising	Chair																														
	<table border="1"> <thead> <tr> <th></th> <th>Action</th> <th>By Whom</th> <th>Meeting Date</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Governors were asked to consider role of co-chair and contact RR if interested</td> <td>All</td> <td>17/05/22</td> <td>asap</td> </tr> <tr> <td>2</td> <td>AGC to notify clerk of training undertaken to allow for training records on GVO to be updated – completed SM sent info</td> <td>All</td> <td>17/05/22</td> <td>asap</td> </tr> <tr> <td>3</td> <td>AGC to inform DS of intention to join Governor Monitoring morning arranged for 29th June 2022 - completed</td> <td>All</td> <td>17/05/22</td> <td>asap</td> </tr> <tr> <td>4</td> <td>Link governors to arrange meetings with subject leads – been undertaken. Send info to clerk for uploading to gvo.</td> <td>Link Govs</td> <td>17/05/22</td> <td>Asap</td> </tr> <tr> <td>5</td> <td>DC to arrange new date for Foundation Governors to meet –met yesterday</td> <td>DC</td> <td>22/03/22</td> <td>asap</td> </tr> </tbody> </table>		Action	By Whom	Meeting Date	Due Date	1	Governors were asked to consider role of co-chair and contact RR if interested	All	17/05/22	asap	2	AGC to notify clerk of training undertaken to allow for training records on GVO to be updated – completed SM sent info	All	17/05/22	asap	3	AGC to inform DS of intention to join Governor Monitoring morning arranged for 29 th June 2022 - completed	All	17/05/22	asap	4	Link governors to arrange meetings with subject leads – been undertaken. Send info to clerk for uploading to gvo.	Link Govs	17/05/22	Asap	5	DC to arrange new date for Foundation Governors to meet – met yesterday	DC	22/03/22	asap	
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	<p>Minutes agreed as true reflection of previous meeting.</p> <p>Action 1 – Currently no member of AGC feels can spare time. For discussion at next meeting when Vice Chair is elected this could be an opportunity.</p> <p>Action 2 - Governors were notified of annual KSCIE training to be undertaken, and were asked to be mindful of training available on NGA, and to update clerk if and when completed.</p>																															

	<p>It was mentioned that with BW resignation a governor would be required to undertake Safer Recruitment training.</p> <p>Action 4 – Thanks was given to governors who had completed their link governor visits. It was requested that notes of visit be shared with the clerk for uploading to the GVO. DS informed AGC that there will be some changes on subject leads.</p>	
4.	Headteacher’s report including KPIs, Safeguarding, RAV and SATs update	DS
	<p>DS gave her thanks to the AGC for their contribution during the last year, which has proved to be a very difficult year with illness after Covid restrictions had been lifted. A phenomenal effort by staff has enabled sports day, concerts and camps to resume. Staff have been very stretched, with a lot of cover needing to be organised.</p> <p>In addition to the HT report shared as a paper for the meeting the following points were highlighted for AGC attention:</p> <p>Admissions – A conversation was had with BANES Admissions, confirming that the policy will not be changed and Saltford will not deviate from 1.5 miles for sibling rule to enable BANES to arrange co-ordinated admissions. It would be a huge undertaking for the school if this element of the policy were changed.</p> <p>What is numbers for admissions? Healthy in all years apart from reception. There is one child from Ukraine in every year group in KS2. Classes are high in number but it was felt necessary to breach in special circumstances. School not have experience but will learn and build. Government funding is to be received. Numbers have increased but children will have high needs as have arrived with no English. School is proving a challenge for the younger children as they are aged 7 before they start school.</p> <p>Are any teachers feeling overwhelmed with this challenge? It is a challenge as want to do what is best for children. The teacher who was first to have Ukrainian child in school has set up resource base for support and has translated the golden rules. Children have access to the curriculum, which is provided using the Ipads, with Google translation and keyboard. School is making it work.</p> <p>The local community have set up Saturday morning classes and a social event has been held. The initial settlement is for 6 months.</p> <p>There are 51 confirmed places in Reception, with 9 spaces. DS to make contact with local nurseries.</p> <p>Headteacher Report – New version is still causing some difficulties and not syncing with My Child at School area of Bromcom.</p> <p>Futura Curriculum – School is moving forward with Futura curriculum, KH will be looking at planning and documentation for this. This is supported by staff and has taken time to produce. Teacher will set up planning and share across the trust but this does mean will receive shared plans from others.</p> <p>AGC were informed this will be followed for terms 1, 2 and 3 followed by a quality assurances. School not want to lose distinctiveness and staff have been asked to raise concerns with SLT should they arise.</p>	

SATS results – ES reported that SATs results had been received earlier in the day with key data shared and uploaded onto GVO. ed arrived at 7.30am, have uploaded on GVO.

The following points were highlighted:

- EYFS – 78% GLD Not as high as previous years due to pandemic but where predicted at start of year
- 90% phonics achieved in Y1. 96% achieved in Y2. Children will transfer to Read, Write Inc programme. If still require recheck at Y3 will move to Fresh Start programme.
Were children who not passed phonics new to school?
Yes 1 was new and both have EHCP. Although not passed have made good progress
- KS1 national figures not available until September so benchmark not available for this. Early indications from FFT website show has gone down.
- Writing result has been affected by rigorous moderating with only one child achieving GD. If not moderated school believes would have had higher levels in EXS and GD. All school moderated reported the same. Schools not moderated were able to give submit high results achieved. AGC were informed that the children had met KPIs but were marked down on the style which is subjective. Trust have bought into moderation service from Integra who will work with schools to support in area. It is unlikely Salford will be moderated again but trust want consistency. Trust have set up Writing curriculum group which is in its early stages and will strengthen approach. AGC were informed that writing has always been a priority but due to recent changes has not always been a focus.
- KS1 maths achieved good outcomes although slightly lower at GD. Combined is slightly lower compared to last statutory data but is in line with national picture.
- Ks2 results – do have national picture for these. Salford average scaled score has risen, school has done well with reading considering pandemic.
Is this in line / higher with expectations? Targets were very optimistic. The tests were difficult and did not taken into account missing education. Cohort has 3 EHCPS and have done extremely well and met target. There were some children who were 1 / 2 marks away from benchmark and school will challenge result.
- Writing outcome 88% - school had hoped for higher outcomes at GD. Will be priority to work on. Just under target for EXS.
- Maths 86% EXS.
- Combined outcome is 78%, GD is lower due to moderating
- SPAG not contribute to combined score with 83% at EXS, just above scaled score
- Science - 1 child not meet EXS. Really pleased with outcomes.
- Y4 multiplication test not shared. National figure not yet released but appears results are slightly lower. This reflects what has been seen in Y6 SATs that number recall and fluency were affected during pandemic. School are aware there is a piece of work to do around this.
Do children continue times tables beyond Y4? Yes
- **Will there be more focus on fluency to give instant recall on times tables?** Ofsted previously identified reasoning and problem solving

	<p>needed to be a focus. This has been done. School will be working with Boolean project which will provide work, groups and materials, KS2 will do research project. Timetable has been adjusted to increase maths to 1 hour 15 minutes. Y4 cohort is not secure and will revisit TT Rockstars to support. School previously did '55 club' and may revisit this also.</p> <ul style="list-style-type: none"> • A brief summary of each year group was provided for AGC as wanted to give overall indication. <p>DS gave thanks to ES for information and noted that this will be discussed further at next Curriculum WP meeting.</p> <p>The AGC gave their thanks to staff along with a big well done for all their hard work.</p> <p>RAV – Report shared with AGC. Staff worked really hard and visit went well.</p> <p>Pupil Premium – PP funding and numbers are slowly increasing. Comparison not available currently.</p> <p>SIP – DS to give annual plan and share with AGC noting this is a working document. A new template has been created for primary HTs to use, using Ofsted elements, with 4 key priorities identified for review on a 6 weekly basis. Is a more succinct document which will be discussed at every WP meeting. School will be working on a Personal Development plan which was identified at the recent Ofsted inspection at The Meadows. Behaviour continues to be strong but school does have very high needs. School will be receiving support in developing strategies from Lansdown Park. There is ongoing development of senior leaders, SLT members have trust wide responsibilities and middle leaders are also gaining opportunities across trust.</p> <p>How will success for 22/23 be measured?</p> <p>Key priorities will be on going and not sorted in 6 weeks, outcome will be measured at the end of the school year.</p> <p>DS felt a useful document for AGC to see as will give overview of priorities.</p> <p>Summer works – AGC were informed that there will be a lot of work taking place during the summer holidays. This year's capital budget has been spent to refresh the school with new flooring, curtains, refurbishment of Y6 block, staffroom and kitchen area. It was noted that some of the work is needing contractors to carry out work as too much work for caretaker alone.</p> <p>Safeguarding – Safeguarding training will take place on rist Inset day. School recently had safeguarding audit undertaken by Delegated Services. This was a good practice run for Ofsted inspection and AGC were informed the audit went really well.</p>	
5.	Chair of Governors verbal report including Chairs' Forum	Chair
	Chairs Forum focus was entirely on Safeguarding with a presentation given by Futura Safeguarding lead. The focus was on the updates to KCSIE for next year which is mainly on terminology used. A training mandate will be shared for reading.	
6.	Link Governor Reports • SEND	Governors

	<ul style="list-style-type: none"> • Pupil Premium • Safeguarding 	
	<p>The Safeguarding checklist was shared as a paper for the meeting.</p> <p>AGC were informed that specific meetings will take place to monitor LAC progress.</p>	
7.	End of year Assessment update	DS/ES
	This item was discussed within item 4.	
8.	Curriculum Working Party	KH
	<p>Minutes shared ahead of meeting.</p> <p>It was noted that Pupil Premium information is required to be uploaded to school website early in September. Ofsted would require this year and next year information during inspection. The school has working drafts that could be shared if needed.</p> <p>The curriculum guide needs tweaking with new staff details updated and reports required. This is to be checked in term 1.</p> <p>AGC was informed that parents will not have access to class pages for a week whilst school preparing website for new academic year.</p>	
9.	Resources Working Party	BW
	<p>Minutes of meeting were shared ahead of meeting. Apologies were given for some errors in initial draft, with an updated version to be shared.</p> <p>The following items were discussed:</p> <ul style="list-style-type: none"> • Discussed TA recruitment – no issue in short term but looking at ongoing trend and becoming more difficult to recruit. • Parent questionnaire not currently sent out. It was confirmed trust to use Edurio. School is eager for this to be shared with parents to enable AGC to receive feedback to support Ofsted discussions. Have discussed extending dates to allow parents to complete. • Staff questionnaire results – school came out very well and at top of many categories. <p>AGC raised the point of having significant numbers who thought about leaving teaching profession. It was noted that an overall benchmark of other schools across the trust highlighted this point and did flag amount of staff considering other roles.</p> <p>The survey was shared with staff just after Saltford RAV, when workload was high. School rationalised responses and look at what have done and also what can do. It was suggested that all working parties have this at forefront and be a standing topic of discussion at meetings.</p> <p>AGC remarked that the survey captures the positives as well as negatives.</p> <ul style="list-style-type: none"> • School camps were discussed. New venues were used by Y5 and 6. They were very successful and the children really enjoyed their stay. This creates an extortionate amount of work for staff but is very rewarding too. School has rebooked for next year and hope to build longstanding relationship to gain preferred weeks. 	

	<p>The cost of camps had been higher than previous years and PVGs had been asked to discuss and give their feedback, however no adverse feedback has been received.</p> <p>It was felt that the school offers a good range of camps which enables children to build independence and resilience.</p>	
10.	Foundation Governors update	DC
	<p>Meeting took place the previous evening with minutes to be shared when available.</p> <p>AGC were updated that with the main topics of discussions.</p> <ul style="list-style-type: none"> • SIAMS Inspection planning • Planning for assemblies in 22/23 in terms of provision • AGC were updated on the confidential minute discussed at the meeting. • Thanks was given to EK for coming into school and offering support to children and staff. <p>Action: DC to share minutes with clerk for uploading to GVO.</p>	DC
11.	AOB (Please notify clerk of any matters ahead of the meeting)	All
	<p>Draft meeting dates for 2022-23 were shared via email.</p> <p>AGC thanks was given to all school staff for their continued hard work. AGC received thanks from school for their continued support.</p>	
	<p>AGC meeting dates for 2022/2023</p> <ul style="list-style-type: none"> • 4th October 2022 • 22nd November 2022 • 31st January 2023 • 21st March 2023 • 16th May 2023 • 4th July 2023 	

Meeting closed at: 1947

Action Record

	Action	By Whom	Meeting Date	Due Date
1	KH to arrange a 'Thank you' to all staff	KH	05/07/22	21/07/22
2	Minutes of Foundation Governor meeting to be shared for uploading to GVO	DC	05/07/22	ASAP
3	Chair to discuss co-opted vacancy on AGC with potential candidate	RR	05/07/22	Sept 2022

Signed:

Date: