

**Saltford C of E Primary School
Academy Governance Committee Meeting:
5th October 2021
6.00 – 8.00 pm**

Minutes

MEETING TITLE	Saltford CofE Primary School Academy Governance Committee Meeting
DATE OF MEETING	Tuesday 5 th October 2021
MEMBERS PRESENT	Dawn Sage (DS) – Headteacher, Richard Rowland (RR) – Co-Chair, Elizabeth Spincer (ES), Kathryn Hamlen (KH), Dan Carter (DC), Ben Whittle (BW), Nathan Styles (NS), Sumayyah Malna (SM), Paul Cummings (PC), Dani Taylor (DT), Tor Manuel (Clerk)
IN ATTENDANCE	
APOLOGIES	Ian Freemantle (IF) and Emma King (EK)
DATE OF NEXT MEETING	Tuesday 23 rd November 2021

Executive Summary:

- All AGC members reminded to complete statutory declarations
- Election of Vice Chair confirmed unanimously
- Statutory roles confirmed
- Head’s verbal report sharing back to school update, Ofsted inspection, Safeguarding with KPIs shared
- Draft SEF and SIP shared
- Feedback following Curriculum and Resources Working parties shared
- Data headlines shared
- All link governor meetings scheduled for 2020-21 took place with reports shared

		Action
1.	Welcome and Apologies – Quorum	Chair
	RR welcomed AGC to first meeting of academic year. Apologies received from IF and EK prior to the meeting. DC opened meeting with prayer.	
2.	Governance and admin (includes mandatory items to be discussed as advised by central office) <ul style="list-style-type: none"> • Annual declarations • Confirmation of statutory roles (SEN, Safeguarding, LAC, PP and Sports Premium governors) • Election of vice chair 	Chair

	<ul style="list-style-type: none"> All AGC members were reminded to complete annual declarations via MS forms, previously sent by Susie Pannell (SPA). How will we know if not completed as no confirmation received to say completed? SPA will collate information from responses received and governors will be contacted and reminded to complete. AGC members commented how useful it was to receive all mandatory information in one communication. It was agreed that all governors currently holding statutory roles were happy to continue in role, and confirmed as: DT – Safeguarding governor SM – SEND, LAC and PP premium governor PC – Sports premium governor The election of vice chair to AGC was discussed. KH happy to continue in role. No other governors were nominated. It was unanimously agreed that KH continue in her role as Vice Chair to AGC. <p>KH thanked all members for continued support and for their vote.</p> <p>Action: Ensure trust board are aware and agree with Salford Chair reduced to one person following MJ’s resignation.</p>	Clerk																														
3.	Minutes of previous meeting and actions	Chair																														
	<table border="1" data-bbox="379 1066 1241 1621"> <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>SM and ES to meet to discuss PP Strategy completed</td> <td>SM/ES</td> <td>06/07/21</td> <td></td> </tr> <tr> <td>2</td> <td>ES to share assessment headlines for uploading to GVO completed</td> <td>ES/Clerk</td> <td>06/07/21</td> <td>ASAP</td> </tr> <tr> <td>3</td> <td>MJ to send through link governor report for uploading to GVO completed</td> <td>MJ/Clerk</td> <td>06/07/21</td> <td>ASAP</td> </tr> <tr> <td>4</td> <td>EK to share Foundation WP minutes of previous meeting ongoing</td> <td>EK</td> <td>06/07/21</td> <td>ASAP</td> </tr> <tr> <td>5</td> <td>RR to share relevant details from Chair’s Forum when minutes received. Agenda item 4</td> <td>RR</td> <td>06/07/21</td> <td>ASAP</td> </tr> </tbody> </table> <p>KH to email 2 slight adjustment from previous minutes (typing errors) to be updated when received.</p> <p>With exception of typing errors it was agreed that minutes were true representation of previous minutes.</p> <p>It was mentioned that the governor details on the school website needs to be updated.</p>		Action	By Whom	Meeting Date	Due Date	1	SM and ES to meet to discuss PP Strategy completed	SM/ES	06/07/21		2	ES to share assessment headlines for uploading to GVO completed	ES/Clerk	06/07/21	ASAP	3	MJ to send through link governor report for uploading to GVO completed	MJ/Clerk	06/07/21	ASAP	4	EK to share Foundation WP minutes of previous meeting ongoing	EK	06/07/21	ASAP	5	RR to share relevant details from Chair’s Forum when minutes received. Agenda item 4	RR	06/07/21	ASAP	KH DS/Clerk
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4.	Chairs verbal report including Chairs Forum update	Chair																														

	<p>Feedback was given to AGC following the Trust Chairs forum meeting held at the beginning of September. Request from Trust for AGC members to support launch ceremonies. Invitations are being sent out centrally. Are parents invited? Mainly governors and local people invited to attend tree planting and time capsule burying ceremony. LS working with school council to perform a small presentation. Possibility could invite the parents of school council members but mindful of local Covid rates. Will make decision on the week of the ceremony.</p> <p>It was shared that Stephen Luke (SLU) is now full time Executive Lead for School Improvement – School Effectiveness from September. Margaret Simmons-Bird (MSB) is Executive Lead for School Improvement – Governance. MSB is contact if need any support for governance is required.</p> <p>Admissions – Some changes are to be made on the admission policy. MSB to provide wording for schools to add to their policies.</p> <p>Headteachers report – There is the intention to create bespoke stand-alone HT report template. Training will come with this. Keen to explore this as would reduce need for separate KPI document to be produced. Action: Headteachers report to be included on agenda at next Resources meeting for discussion.</p>	
5.	<p>Headteacher’s report including:</p> <ul style="list-style-type: none"> • Back to school update • Governor Safeguarding KCSIE update • KPIs 	DS ES
	<p>DS gave verbal report to AGC.</p> <p>Back to school update: Very busy start to the school year. School is operating under continuing challenging circumstances. With restrictions lifted, school to run as was pre-covid. School committed to staff, pupil and family safety. Liaising with track and trace and public health has brought more complex issues for school to manage. New routines are taking time to establish. A lot of changes to pick up and drop routines. Lunch time back to eat in hall. A lot of organisation needed. Face to face assemblies. Clubs have reopened and have needed help with operating procedures to run safely. Staff are very stretched, children and families are being supportive. New routines bring additional workload, released TA support, parents are coming in, university students, thank ES for work on this. All children are in with variety of gaps over last 2 years. Staff working hard to support. Demand on office staff is high, all working overtime to cover, additional DBS work is taking place to support help coming into school. SEND high volume of need for school. 11 children for EHCP plans, another 5 in process. 51 children are SEND with staff working hard to make sure children are getting what need, and supporting staff also.</p>	

New broadband next Wednesday. Lost main cable electricians last week, so no power to parts of school for a week which added to workload.

Was this unplanned? Accidental shut down?

Yes, unplanned due to age of cabling, lost server, phones and computers for a whole day. IT suite now back up and running.

There have been lots of positives to a very busy start to year however it is not sustainable to continue to work in this way long term. Trust are being very supportive.

Is that view across all schools?

DS meeting face to face MELT, in teams not a lot of down time. Looking at what been reported and on social media, think system is under strain, will stabilise, will take time but need to keep close eye on things. Can release staff but this needs to be managed. As move forward things should stabilise.

Can we help?

Will be helpful that when carry out link governor meetings staff will appreciate a listening ear. Will be good to have different perspective.

Is school utilising government funding to support schools returning to 'normal' after Covid?

Half of catch up funding received from government, with half rolled forward. £18k left. School has received a small amount of money for tutoring. The most support school has received is from the trust. Without trust would be struggling.

Important to utilise catch up funding to ensure it is used effectively. Next meeting will have plan for 21/22 ready and see where funding is needed.

Does school need to be moderating hopes for this coming year?

Christmas services will add to pressures on staff. If there is a need to reign back please bring to AGC to discuss and gain AGC support.

Camps will be going ahead this year, mindful of educational visits taking place. Important for children to have some opportunities to perform and this will be done within key stage groups.

Year groups will be supporting and working with each other for Christmas performances. Important children have time to sing etc.

What regulations are being followed?

Following Public health guidelines. School started academic year with 10 positive tests. Have been advised to minimise groups mixing. School has not reintroduced school lunches in the hall/assemblies. Priority is to keep children in school.

Governor safeguarding: This has been covered in email from Trust Governance and Compliance officer. AGC were informed of Ofsted emphasis is violence in peers. This is an area of focus in KCSIE. This will be looked at in detail by Curriculum WP.

KPIS: Statutory information governors need to see. Attendance data not shared due to start of term 1.

Has there been any impact on attendance on return to school?

The impact is where children are waiting for PCR tests where a positive result has been received within family. PCR results are coming back really quickly with children return within a couple of days at most. Families are taking LFT tests regularly. A lot of children appear to have seasonal colds.

	<p>Staff health insurance: Staff have been offered flu vaccinations. There has been a high take up. This is free for staff over age of 50, with a cost for under 50s.</p> <p>School nurses have been reassigned to administering Covid vaccinations for secondary school students. This has impacted primary flu jabs. Saltford flu vaccination programme will now take place in February, which is end of flu season.</p> <p>Attendance is supported by families, any issues followed up with robust procedures.</p> <p>Looking at Safeguarding indicators this term – is this a running total from last year or is this a new case? Yes is a new case. DS will discuss and update with safeguarding governor.</p> <p>To confirm, Is that 10 safeguarding concerns since spring term last year? Yes</p> <p>Do you have an update on emails received at end of last academic year where parents were unhappy with classes being mixed?</p> <p>Children have settled in as well as can be expected. Will be monitoring children and keep an eye on things.</p> <p>School met with parents and wrote back formally to explain reasoning. Parents listened and understood schools position. 2 other complaints were received. One has been resolved with the other being closely monitored.</p> <p>Ofsted: Manual shared with AGC papers. Following Section 8 inspection in 2019 school was informed to expect re-inspection within a year. Following Covid school is now back in inspection window. A trust school was inspected last week. HT will be finding out what focus was to help support Saltford inspection.</p> <p>Working parties were recommended to look at previous Section 5 report and discuss. This can be worked on throughout the year. Would like for Ofsted to be main topic of discussion at next meeting, with the hope for it to be face to face also.</p> <p>Section 5 is a longer, more detailed inspection, with more than 1 inspector. Grading for school would be decided. Currently school is graded as Good. Would be looking to see if maintained good, or whether school has moved down or up. AGC were informed that it is very challenging to achieve criteria for outstanding as would have to meet outstanding in every area.</p> <p>It was suggested that MSB be invited to attend next AGC meeting.</p> <p>How does inspections work for governors?</p> <p>Ofsted phone call received by school, stating will be arriving following day. HT arranges for 90 minute telephone call shortly after. Leadership team action plan will start. This will be shared with staff at next inset day to make them aware. Office manager will notify governors of inspection. DS to meet with governors who will speak to inspector and propose schedule of governor’s availability. There is some flexibility from inspector on this.</p>	<p>DS/Clerk</p>
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	<p>It was shared that previously had SEND and Safeguarding lead available when meeting inspector, this proved very helpful as could speak with authority. Day 2 Governors will be invited to hear feedback. Previously there has been information collated on GVO for governors to keep updated on what need to know. Could this be done again? Yes, can start building information up.</p> <p>AGC members discussed differing experiences of being involved in Ofsted inspections and it was agreed good to work together as a team as spot light not only on one person.</p> <p>Action: AGC were reminded of the importance of completing KCSIE/Safeguarding training and requested that all have confirmed completion.</p>	All
6.	<p>SEF & SIP update</p> <p>Data headlines and next steps</p>	DS DS/ES
	<p>Draft SIP report shared for governor’s information. Document to be finalised by end of November. More work is needed with finer details discussed within working parties.</p> <p>Draft SEF shared. By working through Ofsted document have graded school as 2 throughout the school, good summary are where school is currently. SEF will be firmed up by end of November, need to thin out and add more data into document. AGC members were encouraged to email with information to be added.</p> <p>What has happened to change school from grade 1 – 2? School will be inspected under new framework. Will not be comparing like for like. Had to score against new framework. For school to achieve outstanding inspector would need to see everything as outstanding including behaviour which would be difficult to achieve due to levels of SEND. If inspector disagreed with schools grading of 1 Leadership and management would be recorded as RI. Would prefer inspector to grade as 2 with outstanding elements. In time, with comparison of recent inspections scoring could be increased.</p> <p>Would like a view on where strengths are School is soundly good, but need time for staff to work on subject leadership, time to carry out deep dives and see how subject is taught. Also need teachers to be teaching in classrooms. English and Maths subject leads are members of SLT. Other subject leads don’t have opportunity to carry out deep dives.</p> <p>Data: Detailed powerpoint presentation was shared in July which allowed leadership team to discuss progress made in each year group. Now produced headlines summary of where school is now and has helped drill down to see priorities of year groups. Information shared is the same but is condensed and summarised.</p>	

AGC were reminded that school has no current statutory assessment data available. For years 3 and 4 the last statutory data available is EYFS. Knowledge of children is based on internal assessments. There will be anomalies and is worth checking children's test assessment against teacher assessment.

School has moved away from White Rose assessments as not proved useful. Will be using NFER and past SATs tests.

Priority cohort is Y1 – 15 children not achieved GLD, this is very unusual for Saltford and due to last 2 years of disruption. Children not have access to Speech and Language appointments.

Y2 – Reading, Writing and Maths on track however not all passed their Phonics assessment.

Is this a national picture? Can this be put into perspective against national picture?

Would normally be the case but have nothing to compare as all on hold. School will be drilling down into results for individual children and tailor interventions.

Maths is priority for Y4 – New maths intervention to support.

Significant need in Y6 - 3 children with EHCP and 10 SEND in cohort. Need to support children to get back on track.

As all schools across trust carrying out assessment – can trust provide cross school feedback?

Yes should receive that, although not have access to other schools data. In past have released insight data. For comparisons Cheddar Grove would be closest in size of school with St John's closest in terms of catchment. Across trust there is high percentages of SEND.

Challenging targets have been submitted for year. These will be shared with AGC when finalised.

How do we know GLD is due to covid and not attributed to covid?

Baseline assessment carried out on entry, good quality evidence was achieved. Support is needed around speech and language, do believe will make up grounds across school.

Will need very tailored intervention in years 1 and 2 to remain progress with peers.

AGC were informed that data would usually sit within Curriculum WP but were recommended to look at headlines. Assessments will take place in November with first round of results available shortly after.

Phonics check for Y2 will also take place in November.

AGC were reminded that behind all data there is another story.

Children will have had varied lockdown experiences and other reasons that may affect ability to perform. Outcomes are really important but so is pastoral support also.

AGC discussed that education is part of the picture, putting families back together is much bigger job. Families are very different places than were at start of pandemic.

AGC were notified school has applied for National Tutoring Program funding, which includes support for PP children although not exclusively. School hopes to have Leah Hicks come into school to support Years 4, 5 and 6. It is hoped this will start in next few weeks.

How are children selected for this support?

	This is based on need and decided after consultation between class teachers, HT, DHT and Inclusion lead.	
7.	Curriculum Working Party Feedback	KH
	<p>Minutes of previous meeting shared ahead of AGC meeting. Apologies for any errors within CWP minutes. Please inform KH to allow for any updates to be made.</p> <p>Been talking about body of data and how this is useful to us. Ofsted will want to know about groups in school. Conversations in next few meetings for CWP to ensure know about groups and also attendance within these groups.</p> <p>KH and ES to work together on getting information from Insight. Will feed back with more information when available.</p> <p>Curriculum governors need to be aware of trends and lines of enquiries from Ofsted. Aware not all AGC members are aware of this and will look to hold data workshops. This will be dependent on holding face to face meetings in school's IT Suite. At previous inspection it was felt to be really worthwhile as gave AGC confidence to interrogate data.</p> <p>Used to having assessment for maths and English don't have assessment for other topics. In time will hope to have subject leads on profiles on assessment. Will add another layer and is a lot of work so aware need to be mindful.</p> <p>It was recommended for link governors to refer to curriculum page on school website as a starting point and work from there outwards. This will inform discussions with subject lead.</p> <p>Are meetings taking place when needed? Is there ever a meeting when not needed?</p> <p>No think what do is very thorough. Meetings are always supported by a lot of discussions. Some schools have moved away from WPs. Trust happy that WPs have Terms of Reference (ToR) and feed into AGC. There is a need to meet 3 times a year to discuss assessment and then curriculum, with the need to meet at least 5 times per academic year.</p>	
8.	Resources Working Party Feedback	BW
	<p>Apologies for late distribution minutes.</p> <p>BW is co-ordinator for Resources WP. Have refreshed ToR. Carrying forward with ToR as last year and will be looking at Grants that can be applied for and Wellbeing.</p> <p>Discussion took place on holiday works completed.</p> <p>Discussed training and mandatory modules for governors. Training is available via Ihasco and also National Governors Association (NGA). AGC were recommended to look at training available and complete if useful and if it aligns itself for particular subjects. Might strengthen capabilities as governor. Would be good to demonstrate keeping skills up to date. Concrete way to support inspection to show doing all can to be outstanding AGC.</p>	

	<p>Parent questionnaire was set centrally with all results collected centrally. Headline details have been received by school. Have previously requested full access to data received to allow for Resources WP to look at the finer detail. This is yet to be received. Aim is to address feedback from questionnaires at next resources in November. Action: Clerk to obtain full results of parent questionnaire</p> <p>Wellbeing –small but meaningful responses received from wellbeing questionnaire. Discussed school wellbeing committee doing good work. It was agreed that committee members need to deliver feedback to groups they are representing so feel involved. 2 productive meetings have been held so far. A comprehensive survey has been sent to staff which has created good discussion. Draft charter, agreeing set of rules/practices has been created. DS really keen for staff to take ownership for this. Next meeting to be arranged to take forward. Action: Resource WP to look at questionnaire summary and charter at next meeting.</p> <p>Parent Voice Group (PVG) Date for next PVG meeting set for 14th October. DS to inform parents. Previously RR and MJ attended – any benefit in another governor joining? Yes think would be good to have second governor. AGC were reminded that previous discussions suggested governors joining on a rotation basis, which was agreed to. DT offered to support next meeting. It was shared that this has proved to be the most effective way of meeting parents and hearing their views. DS to resend Terms of Reference with parent representatives as there have been some changes for this academic year.</p>	Clerk
9.	Foundation Governors meeting feedback	DC
	<p>Foundation governors had been unable to meet ahead of AGC meeting. Diarised to meet at 4.00pm on Monday 11th October.</p> <p>AGC were informed that Rev Daile is currently absent from work and is hoped to return mid-December. School will send best wishes.</p>	
10.	AOB (Please notify clerk of any matters ahead of the meeting)	All
	<p>Clerk had previously sent out questionnaire on how future meetings should be held. This was inconclusive as 50/50 split on keeping teams meetings vs face to face meetings. It was discussed that the preference for the next meeting would be as a face to face meeting, held in the school hall, with good ventilation. It was noted that working party meetings would continue to take place via Teams. Action: Please email Chair with any further thoughts and comments on this.</p> <p>It was shared that last academic year all scheduled link governor meetings were completed.</p>	All

	<p>Action: BW to create schedule and share with AGC and asked link governors to please make a start in arranging meetings. AGC link governors were informed the proforma for the meetings is accessible from GVO.</p> <p>Meeting closed. AGC members were thanked for their time and support in carrying out role.</p>	BW/link gavs
11.	Dates of AGC meetings 2021 – 22	
	<ul style="list-style-type: none"> • Tuesday 23rd November 2021 face to face • Tuesday 1st February 2022d • Tuesday 22nd March 2022 • Tuesday 17th May 2022 • Tuesday 5th July 2022 	

Meeting closed at 1950

Action Record

	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 Salford Chair reduced to one person following MJ's resignation.	Clerk	05/10/21	ASAP
3	KH to email 2 slight adjustment from previous minutes (typing errors) to be updated when received.	KH/Clerk	05/10/21	asap
4	Governor details to be updated on school website.	DS/Clerk	05/10/21	asap
5	MSB be invited to attend next AGC meeting to discuss Ofsted	DS/Clerk	05/10/21	23/11/21
6	AGC members to complete KCSIE/Safeguarding training	All	05/10/21	URGENT
7	Clerk to obtain full results of summer parent questionnaire	Clerk	05/10/21	asap
8	Email Chair with any further thoughts and comments on how AGC meetings should be held	All	05/10/21	asap
9	Link Governor meeting schedule to be shared to enable meetings to be arranged	BW/Link Gavs	05/10/21	asap

Signed:

Date: