

Saltford C of E Primary School
Academy Governance Committee Meeting:
6th July 2021
6.00 – 8.00 pm

Minutes

MEETING TITLE	Saltford CofE Primary School Academy Governance Committee Meeting
DATE OF MEETING	Tuesday 6 th July 2021
MEMBERS PRESENT	Dawn Sage (DS) – Headteacher, Megan Jackson (MJ) – Co-Chair, Richard Rowland (RR) – Co-Chair, Elizabeth Spincer (ES), Kathryn Hamlen (KH), Dan Carter (DC), Ian Freemantle (IF), Emma King (EK), Ben Whittle (BW), Nathan Styles (NS), Sumayyah Malna (SM), Paul Cummings (PC), Dani Taylor (DT), Tor Manuel (Clerk)
IN ATTENDANCE	
APOLOGIES	No apologies received.
DATE OF NEXT MEETING	Tuesday 5 th October 2021

		Action										
1.	Welcome and Apologies – Quorum	Chair										
	MJ welcomed AGC to final meeting of 2020 – 2021 academic year. IF opened meeting with a prayer.											
2.	Governance and admin (includes mandatory items to be discussed as advised by central office) - Annual forms to be collected by Clerk (Annual DBS and Personal declarations of interest)	Chair										
	No declarations of personal/business interests declared.											
3.	Minutes of previous meeting and actions	Chair										
	<table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th>Action</th> <th>By Whom</th> <th>Meeting Date</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Clerk to make amendments to previous meeting minutes as discussed - completed</td> <td>Clerk</td> <td>18/05/21</td> <td>ASAP</td> </tr> </tbody> </table>		Action	By Whom	Meeting Date	Due Date	1	Clerk to make amendments to previous meeting minutes as discussed - completed	Clerk	18/05/21	ASAP	
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1	Clerk to make amendments to previous meeting minutes as discussed - completed	Clerk	18/05/21	ASAP								
	Minutes accepted as true representation of previous meeting.											

4.	Chairs verbal report including Chairs Forum update	Chair
	<p>Due to late diary conflict RR unable to attend Chairs Forum. Due to short notice unfortunately KH not able to attend. Minutes not yet received and will share update when received.</p> <p>AGC were reminded was MJ's last meeting as governor and also co-Chair. Question was raised if any further thoughts on co-chairing role. AGC were informed that no expressions of interest in role had been received. It was noted that if needed, then duty of trust to find a chair for AGC.</p> <p>DS informed AGC that RR is noted as Chair for all paperwork however co-chair arrangement has been very effective having 2 professionals to support each other in role.</p> <p>RR happy to continue in role and would urge AGC members to consider acting as co-chair to allow for a smooth transition in the future. Recently appointed governors were assured that support would be given in building up experience if felt that they lacked this due to only recently being appointed.</p> <p>It was felt that this was the case and also due to time commitments expressions of interest not given now, however could be consideration for the future.</p> <p>AGC agreed to give the matter more thought and discuss again in September.</p>	RR
5.	Headteacher's report including return to school and Covid update, RAV report and Governor KPI document	DS
	<p>June Assessment update</p> <p>Thanks was given to all link governors who had met with subject lead. Start by saying huge thanks to staff team in what has been really challenging year.</p> <p>Last few weeks even trickier than 2 previous lockdowns with positive tests received and children having to self-isolate along with 2 members of staff isolating. Will continue with current operating plan for remainder of year.</p> <p>Drafting operation plan for September, will need to plan for differing outcomes. Feel this year has worked well, so if need to will resume how school is currently being run.</p> <p>It was questioned whether school able to track whether teaching staff have been vaccinated? No as this is individual health information. However staff very open with discussion and appears to be strong support amongst staff to be vaccinated. If vaccination appointment is during school time then they staff have been encouraged to get vaccine.</p> <p>Agc were notified that currently no guidance had been received from DfE for plans following 19th July. Once received will look at and communicate as soon as possible after.</p> <p>Headteacher report</p> <p>Report shared ahead of meting. Thanks to governors for hard work and huge contribution to school improvement. Link to Ofsted framework sent. AGC were requested to familiarise with document, particularly</p>	ES

around Teaching and Learning and Quality of Management. There is a possibility could be inspected in September. All work AGC completed will stand in good stead if have early inspection. It was shared that link governor role is very important part of this and if possible would like to resume visits to school, to allow governors to talk to the children as felt best preparation for inspection.

Next year's class structure has been shared. Zoom meetings with new parents to take place on Thursday evening.

Hoping to have story time outside on Monday 19th and Tuesday 20th July. Children will be seen in nursery bubbles to avoid mixing with other nurseries. If any infection on site or within local nurseries event would be cancelled so not to put safety at risk.

Children met new teacher last Tuesday with teachers going to classes due to operating plan. AGC were notified that classes have been mixed to correct any imbalances that have occurred due to movement in the classes. School generally do this when children move from Y2 into Y3. As not happen last year due to Covid school have taken opportunity to rearrange current Y2 and Y3 classes. Y2 into Y3 classes changes have been accepted well. However due to considerable imbalance Y3-4 shuffle has not been well received. School only able to accommodate 1 of 3 friendship choices. School has received 3 parent emails requesting school swap back. School has responded, explaining process and reasons why.

It was asked whether there had been a negative impact or dynamics had been difficult? AGC were informed that there had been many factors which had an impact; with children being out for 6 months socialisation process has been tricky. Behaviour and able to cooperate and work together has needed a lot of support. Operating plan has meant some restrictions on carrying out interventions as would have taken place previously. Has had impact, however all have worked really hard. DS ensured that fairness is brought into account. Will give a lot of consideration for parallel classes to work together which will help.

AGC noted that DS working with Margaret Simmons-Bird (MSB) as line manager. Have you met MSB yet?

DS informed AGC that SL is now working with South Bristol schools. Has known MSB when previously inspected the school and also in role of Head of Education for BANES. Met with MSB today and found input really valuable and very supportive. Due to changeover RAV report had not been shared with school and was sent late. The draft document has been shared with AGC however final report will be discussed in working groups in September.

KPIs

It was noted that an accident had occurred on site where a misfired tennis ball had hit an adult on site. An ambulance was called and they were flagged with severe concussion. Incident reported to Riddor. AGC expressed concern and requested that their thoughts be passed on with the hope the person concerned was feeling better. Incident will be discussed further at next resources WP meeting.

It was questioned whether it was an accident or if it could have been avoided? It was confirmed as an accident and ball went astray in wrong direction. Child not mean to hurt. All tennis balls are now taken out of ball bucket.

A confidential discussion took place. **Please see confidential minute.**

Review of SIP

Really pleased, team have worked really hard. Been progress in all areas. Where items are amber is where not quite finished in that area. Will work up draft SIP and SEF for September for working parties to work with.

It was asked whether learning walks with SEND pupils will happen? Monitoring schedule shared at last Curriculum WP meeting, setting out learning walks and book looks and will also carry out SEN learning walks. These can be undertaken by English and Maths leads where can also look at SEN in their subjects. DS and GG will carry out but may be done less frequently.

Futura Launch strategy for future

Paper shared with AGC. Can see events planned for upcoming year. Will involve school council in tree planting and time capsule.

June assessment update Data headlines – is headlines at the moment: PP strategy for 2020-21 shared ahead of meeting. Working on plan for next year. In general PP children have received a lot of support. As identified as vulnerable group PP children were encouraged to be in school during lockdowns and school able to provide good quality support for them. Focus area will continue to be writing with 53% of PP expected to be on track in comparison with 83% across other subjects.

It was asked if there is a realistic target that could be reached for PP? Target would be for disadvantaged children to be in line with non-disadvantaged children, want to provide experiences for children to allow to attain as rest of children do.

DS – Curriculum WP would have breakdown of groupings. Important for first meeting in September to revisit this. Would be good for SM (PP Governor) and ES to touch base to allow for more detailed knowledge.

Action: SM to contact ES to arrange.

It was asked if service children are included within PP results? No totals do not include service children. In terms of academic outcomes, service children are generally higher than disadvantaged with many doing very well. This is broken down at Curriculum WP by groupings however not included on overall document to ensure individual children not identifiable.

SM/ES

ES shared screen showing headlines. Targets set in Autumn term were aspirational, between Fischer 20 and Fischer 5. Didn't take into account of lockdown after Christmas.

- GLD achieved target of 75%
- Phonics achieved above target
- KS1 reading slightly lower than aspirational target. Greater Depth (GD) is higher. Bodes well going into KS2.
- Writings lightly lower at Expected Standard (EXS) and GD. Will continue to be area of focus with moderation and twilight events.
- Maths come out well at EXS and GD
- Tests taken were not statutory tests this year.

	<ul style="list-style-type: none"> - Trial multiplication test – not pass/fail. Have defined own expectations. 91% which equates to 20/25. Children have 6 seconds for each question. Children found difficult to recover if got question incorrect, then had impact on following 2 questions. Average score was 20. - KS2 combined on track for aspirational targets. Above for reading and writing although lower for maths. - Have high expectations but results are admirable and better than thought. Children showed a lot of resilience. <p>It was questioned whether could see why why phonics were good? Phonics had really strong focus. School have also used Read Write Inc. Was a strong focus when children were in YR and were in groups of 15-16 children during last 6 weeks in Reception. Some children were borderline and not expected to pass, something to be celebrated for Y1 team. It was also recognised that parents support been invaluable. Grammar, punctuation and spelling – was going to be removed this year but carried out at MAT request. It was asked whether it would it be concerning that lower than national average? No not concerned. Children would usually get more practice in small groups however not been able to happen this year and had other priorities to focus on.</p> <p>GLD for Early Years is 75%. 23% didn't get writing and couldn't achieve GLD due to fine motor skills being lower. Gross motor skills were good. In some cases GLD wasn't achieved due to health and self-care although was noted that children have had to be more independent this year and had education disrupted significantly. Y1 and Y2 –showing slight increase. Writing continuing to be priority. Y3 slightly out of kilter – maths will be more of focus. Group of children who lack confidence. This will be first year group who will take multiplication test in Y6. Y4 writing to be a focus. Boys outperforming girls in maths but other way round in English. Will be more detail in shared in September. ES to share assessment headlines for uploading to GVO. A full powerpoint presentation will be shared in September/October. When AGC able to meet face to face will hold data workshop as have done previously. DS informed AGC that team looking at writing outcomes and planning next steps for work on inset day. Will be good to have member of team to talk to AGC to discuss how writing is taught, to strengthen AGC knowledge.</p> <p>MJ thanked ES for information shared.</p>	
6.	Link Governor visits	DS
	<p>Link Governor visit reports shared on GVO ahead of meeting. Action: MJ to send recent report to clerk for uploading to GVO once proof read by Elizabeth Davis.</p>	MJ/Clerk
7.	Resources Working Party Feedback	BW
	<p>Minutes shared ahead of meeting.</p>	

	<p>Significant points discussed:</p> <p>Staff wellbeing – An update was given on staff wellbeing group. High level summary results from trust staff survey have been shared. Good response from teachers, less so from other groups. Could be combined roles look like not responded.</p> <p>DS shared school had response rate of 93% - highest response rate across trust.</p> <p>It was felt that despite challenges faced by staff, the high response rate showed a willingness for staff to contribute to improve.</p> <p>Sponsorship opportunities – Time was spent discussing how AGC could try and alleviate financial pressures by looking into grant applications, aware of great job PTA do and not want to encroach on that.</p> <p>It was suggested that when link governors meet with curriculum leads it would be a good opportunity to discuss if any support could be achieved through grants.</p> <p>The trust has subscription to Grants for Schools. With large number of grants available, and time required to complete application, it would be difficult to expect teachers to find time to do this and was discussed whether link governors could support process by identifying grants available. A question was asked whether a list of priorities could be provided from school as a starting point. It was agreed when looking at working party structure for next year can look to include this.</p> <p>AGC were informed that school applied for grant for swimming and successfully achieved money for swimming aids and lessons for PP children. It was noted that grant couldn't have been achieved without support from PE Lead.</p> <p>Risk Assessment – focused on pond area and swimming pool. Both items were mentally noted by Ofsted inspector as having both areas both which is unusual in a primary school. Resources WP made some adjustments to ensure responsibility and safely used by children.</p> <p>Stakeholder questionnaires - DS informed AGC that pupil questionnaires in process of being completed. Due to year group bubbles Y5/6 pupils have been unable to help support younger children as would usually happen. Trust Parent questionnaire has been sent out and completed via MS Form with results being collected by trust. Previously questionnaires have been analysed with results fed back to AGC. As had to use trust questionnaire results will not be comparable with previous years but can be used as a start. Will have minutes from wellbeing group and also Parent Voice Group. Information will be gathered and be used to build into school council and SIP.</p>	
8.	Curriculum Working Party Feedback	KH
	<p>Minutes shared ahead of meeting.</p> <p>Due to technical difficulties KH unable to make comment. However DS reminded AGC that comprehensive set of minutes available on GVO.</p> <p>As an action from meeting MJ has written to Y6 PTA parents to thank help and support. MJ to drop letters into school to be sent home with children.</p>	

	<p>SEND report also shared, with AGC. DS encouraged AGC members to read to bring up to speed.</p> <p>Curriculum WP gave their thanks to all staff for their hard work and efforts during this academic year.</p>	
9.	Foundation Governors meeting feedback	DC
	<p>EK chaired last meeting and updated AGC with matters discussed. EK apologised for minutes not being shared and will do so asap.</p> <p>Diocese Training offer - A lot of good quality training material has been received from Diocese, with the promise of more training opportunities available next year. Information will be on their website.</p> <p>Collective worship has been going really well. It was discussed that link between school and church has grown during lockdown period. Has been good that although not been able to be in school have been able to send video. Have put together weekly plan for whole year, detailing who is leading assembly and what theme is. This is linked to school and trust values.</p> <p>Have 2 plans for next year, Plan A is to visit school for whole school assemblies in hall, Plan B to be video Assemblies should restrictions be reintroduced. Assemblies held on a Monday will be foundation for week and link up to class assemblies and then DS will complete cycle on Friday.</p> <p>Zambia link – Discussed link with Zambia however information from diocese had not been found. Rev Daile suggested linking with ‘Love the One’, a small charity in India which is supported by St Mary’s church. Rev Daile to find more information. Hope for pupils to write to children in India and build links and an opportunity to learn not all have same opportunities made available. Thoughts of a mufti day to raise funds.</p> <p>Festivals – Planned to have festivals next year, had to postpone prayer workshop week due to current restrictions and high infection rate.</p> <p>The Lord’s Prayer – discussed whether to use traditional or modern version of prayer. It was felt that stay with traditional prayer as felt was better known than modern version.</p> <p>Also discussed: Y3 received bibles. Thanks was given to Rob Jenkins for whole year as RE lead. EK leaving role at St Mary’s to attend college course to become a vicar but will continue as Foundation governor. EK has been painting mural in school corridor. Designed by Andy Gray from diocese. Hope to have grand opening in September. EK commented has been a great opportunity for children to be involved in and commented on how well behaved, polite and kind and considerate. This is testament to school staff.</p> <p>DS shared that, despite difficulties due to Covid, has been a very positive year and thanked foundation governors for support and also assembly videos shared.</p>	EK
10.	AOB (Please notify clerk of any matters ahead of the meeting)	All

	<ul style="list-style-type: none"> Meeting dates for next academic year are on GVO. DS offered thanks to AGC members, Chairs of AGC Working parties and clerk for hard work and support over last year. On behalf of AGC, Chair shared thanks to DS and all school staff for hard work and commitment during the last year. AGC presented gifts to MJ as was last meeting. Thanks was given to MJ for her support and commitment to AGC and school during years as Co-Chair and governor. MJ gave thanks for her gifts and AGC generosity and also to school for hard work and amazing job they have done in her family's education. DS reminded AGC of invitation to join staff for afternoon tea on Monday 19th July which is being held outside after school. DS confirmed that a very strict RA will be undertaken and the event will be held upholding strict Covid restrictions guidelines. <p>All AGC members were wished a good summer break ahead of meeting closing.</p>	
11.	Dates of AGC meetings 2021 – 22	
	<ul style="list-style-type: none"> Tuesday 5th October 2021 Tuesday 23rd November 2021 Tuesday 1st February 2022d Tuesday 22nd March 2022 Tuesday 17th May 2022 Tuesday 5th July 2022 	

Meeting closed at 1940

Action Record

	Action	By Whom	Meeting Date	Due Date
1	SM and ES to meet to discuss PP Strategy	SM/ES	06/07/21	
2	ES to share assessment headlines for uploading to GVO	ES/Clerk	06/07/21	ASAP
3	MJ to send through link governor report for uploading to GVO	MJ/Clerk	06/07/21	ASAP
4	EK to share Foundation WP minutes of previous meeting	EK	06/07/21	ASAP
5	RR to share relevant details from Chair's Forum when minutes received.	RR	06/07/21	ASAP

Signed:

Date: