



**Minutes of the meeting of Pulford Lower School Full Governing Board held
on Wednesday 10th February 2021 6.30pm via ZOOM**

1.	Registration, Apologies and Prayer	ACTION
	<p>Present: Mr D Heather (DH), Mr Paul Whittington (PW - Chair), Mrs T Rees (TR), Mrs Emma Birtles (EB), Mr Bill Webb (BW), Mrs Rosie Horsfield (RH), Mother Cate Irvine (CI), Mr Andrew Wood (AW), Mrs Emma Grimm (EG), Mr Edward Price (EP – Vice chair) and Mrs Lisa Jacobs (LJ), Mrs Beci Morley (BM), Mr Geoff Huskisson (GH) and Mrs Katrina Grant (KG).</p> <p>Mrs Alison Quick (Clerk).</p> <p>Mr Ed Price was absent. Mr Alan Brandham sent his apologies.</p> <p>Mother Cate opened in prayer.</p>	
2.	Declaration of Pecuniary Interests, Training and Monitoring Visits Update	
	No new pecuniary interests were declared.	AQ
3 & 4.	Previous Full Governors Meeting Minutes	
	<p>The minutes of the meeting held on 22nd October 2020 were circulated to all governors in their pack prior to the meeting. The following comments were noted:</p> <p>All actions taken.</p> <ul style="list-style-type: none"> - Further details re Subject Link Governors and SFTF will followed later in this meeting. - Updated Risk assessment placed on the website. - Safeguarding conversations ongoing between EB and DH (last site visit 10/12/20). <p>The committee were in agreement that actions from the previous FGB meeting had been undertaken and that the minutes were a true reflection of the previous meeting. The verbal agreement of the committee and chair will replace the hard copy signature copy. This will be recorded and DH will file accordingly.</p>	DH
5.	Chair’s Report	
	<p>The chair shared a message of thanks from the Bishop of Bedford followed by his own grateful thanks to the staff team for responding so quickly to the government announcement that brought us in to this current lockdown. The communication to parents and preparation for the very next day was an incredible feat. The staff continue to go over and above the call of duty. The support given to parents with online/IT queries has been first class. This has all been done whilst teaching and supporting the children of key workers and the vulnerable children in school.</p> <p>The chair highlighted the following points:</p> <p>There will be no OFSTED or SIAMS inspections until the Summer Term at the earliest. The latest from SIAMS is as follows: Ofsted and DfE are still working on the basis that Ofsted will not be conducting graded inspections in the spring term and SIAMS has followed suit. The requirement to have a section 48 inspection every five years is disapplied and so SIAMS cannot restart until that disapplication is lifted by DfE. We will wait until Ofsted make a further announcement before we can consider what if anything can or should be done about restarting SIAMS inspection before September. The chair noted that our last Ofsted inspection was November 2010.</p>	

	<p>Establishing our Subject Link-Support governors this term is a good strong step towards a greater understanding of the school and the curriculum in particular. One of our requirements is that we are involved in 'curriculum design' and that we, as a board, understand how the national curriculum requirements are delivered and tailored to the children in our school. I believe that each link-support governor has now met with their subject lead and I understand these meetings have been well received. Thank you to those who have written reports or notes on these which the clerk has collected; they will form an evidence bank for future reference. The chair asked link governors to get in contact with subject leads again between now and Easter in order to support our aim to meet once per term.</p> <p>At Curriculum & Standards governors reviewed the document (questions that Ofsted may ask) provided by Michelle Geddes, our SIA (Schools Improvement Advisor) from Central Bedfordshire.</p> <p>Q: What are our next steps? Are we happy that the questions have stirred enough thought? A: Following discussion PW asked governors to re-read the document, then write to him with any of further queries that are yet to be answered. PW will collate a list of such and then he will call governors to reassemble to discuss further and enhance understanding.</p> <p>Safeguarding is a key requirement of governance. The clerk confirmed those governors who had attended the Safeguarding training on 4/1/21. The presentation will be circulated to all governors for information; governors to pay particular attention to KCSIE (part one).</p> <p>The chair reminded governors of the five objectives on the School Improvement Plan and the Vision Statement: Objective 1: Embed the 'mastery' approach to the teaching and learning of maths across the school Objective 2: To continue to adapt swiftly and professionally to the current pandemic. Particularly to upskill our ability to communicate through on line portals- G Suite Objective 3: Develop the critical thinking of pupils in RE Objective 4: Develop a strategic plan for the future development of the school, given the impending changes in structures at a local and LA level. Objective 5: Strengthen fine motor skills leading to improved hand writing and art work.</p> <p>Pulford Vision: 'Pulford aspires to be a learning community which seeks to follow the teaching of Jesus Christ in all its fullness.' There is a child-friendly version of this within school, as suggested by the Diocese.</p> <p>Schools For The Future: This is still ongoing. Public consultation in June 2021. When this happens PW/FGB will re-instate the SFTF WP.</p> <p>Training: The chair explained that the emphasis on training has changed slightly, now that the board have established a good level of training. Governors wishing to attend training should flag their request to the clerk in the first instance, who can discuss with BW regarding costs. Once agreed, training can be booked. Essential training (ie induction training) will continue to be undertaken. BW explained the reasoning behind the withdrawal of the annual subscription to training this past year (£700). PW/BW/AQ will review again on 1/4/21, making considerations to buy back in to this package.</p>	PW
6.	Head Teacher's Report	
	DH confirmed that the distribution of functions is working very well. To that end, a large amount of information that would usually be held in the Head Teacher's report is covered by the committee reports that are noted later in the minutes.	

	<p>Attendance:</p> <p>No exclusions. No disciplinary.</p> <p>Autumn term above 95%. Very good attendance continues.</p> <p>Persistent Absentees - discussed at last meeting. The procedure for dealing with these instances takes place by Senior Leadership Team; they are aware of reasons for these cases. There are no serious concerns. The information is communicated with the chair.</p> <p>During current COVID lockdown – about 1/3 of our children (23-25%) in school. These figures exclude pre-school as they are ‘open’; they are working at approximately half capacity. Anxiety and frustration is higher than in the first lockdown; from local government to parents and the staff team – working on a daily basis is extremely tiring. Governors are asked to keep this in consideration. The next Covid update is expected 22/3/21. DH considering another change in teaching and learning from 8/3/21. School has made a draft plan for part / full return; following the Government’s two-week window to plan. We will be returning to autumn term plans – different entry points, staggered start times, key stage bubbles in class, lunchtimes etc. Huge thanks to staff (especially Mrs Horsfield and Mrs Pickering) and to others who have taken on other roles to support the bubbles etc. This will accelerate the learning process on our full return. This has to have a positive outcome. DH will be taking part in teaching the maths groups including teaching commitment from SLT to 8/3; the worship rota will change in order to support the changes. DH outlined some of the Government considerations for summer/longer days to catch up with learning.</p> <p>DH commented that the online teaching/learning offer has been outstanding. As well as this, the children have taken part in a recording for Radio 4/Sunday morning worship as well as a ‘positive’ piece on the BBC news; this is good evidence of broad and balanced curriculum.</p> <p>New SFTF Update as of today: The Local Authority has called a meeting for Head teachers to present the ‘plan’ on Wednesday 24/3/21.</p>	
7.	Safeguarding Update	
	<p>EB checked signed the Single Central Record at her last on site visit 10/12/20 and continues to be in regular contact with DH regarding safeguarding across the school during COVID. EB’s only concern (further to discussions around Governments possible plan to continue schooling through holiday times) is that staff must have a break. This is paramount for the well-being of the staff.</p> <p>EB thanked TR for her outstanding work on risk assessments including the constant updates. The risk assessment shows the extent in which the school is carrying out the necessary precautions regarding COVID. The plans continue to work well.</p> <p>EB to visit site again after the next update from government.</p> <p>The whole school safeguarding training was delivered on Monday 4th January 2021. The following governors attended the remote safeguarding training: BM, EP, AW, LJ, EG, PW, KG and GH. They have all subsequently confirmed that they have read and understood the Keeping Children Safe in Education (KCSIE) document (particularly Part One and the Annexes).</p>	EB
8.	Committee and Subject Link Updates	
	<p>Appeals and Admissions committee – not met.</p> <p>The proposed Admissions Criteria was circulated in the epack prior to the meeting. Diocese led us through the faith schools/caveat re churches open. This remains in place. No further changes. AQ to make amendment to wording in paragraph 3.</p>	AQ

Q: How will this affect church admissions next year/this year?

A: All fine in this admissions round. Families have been sensible, thus a fair outcome.

Full governors ratified the Admissions Criteria for 2022/2023 academic year intake (subject to minor amendment above – AQ).

Discipline Committee – not met.

Resources Committee

EB brought the following highlights on behalf of the Resources committee: (AQ to circulate full report)

Committee met on 20/1/20. BW had sent out P9 forecast showing a £7K deficit. Since this time the additional funding linked to EY's census (£12k) plus another £4K EHCP and furlough will produce a more realistic outcome of £4-7K surplus. Excellent outcome at the end of the financial year and in these particular circumstances.

Work has started on getting the 2021/22 budget ready but Central Bedfordshire Council (CBC) has not given final figures for what we are going to receive. These are due at the end of February. The biggest issue is in Little Saints (before and after school club); pre-covid averaged 80 paid hours per day. The budget had presumed LS returning to these higher figures - attendance numbers are still very small. It had also presumed 3 hours per week in lettings; again this has been put on hold due to the current lockdown. TT is due to continue on secondment. The budget will become clearer at the end of March. It has to be agreed in April.

The following policies have been agreed: Pay and performance, SFVS, Critical Incident, Grievance Procedure, Health& Safety and Security, Teacher Appraisal and Furlough.

The resources committee met and agreed the nominal name changes to the finance manual and scheme of delegation.

Full governors ratified the finance documentation.

CBC have attended site to carry out a conditions survey. Surveyor noted the site is in good condition.

DH/SY doing regular checks re compliance.

Summer works are on hold, until next term when we have more informed budget figures.

Curriculum and Standards Committee

The following report was given by BM (C&S Chair) including the Subject Link Update

We were able to hear from the school about the challenges arising from Covid, look and interrogate data and other aspects of the curriculum, consider questions that an Ofsted inspector may ask, have a brief discussion around the Subject-link support governor roles and sign off various important policies.

A selection of data highlights:

Key Stage 1

- Analysis from EYFS to Year 2: 81% had an expected level or greater level of progress in reading, 74% in writing and 83% in maths.

AQ

- Year 1 Phonics weren't formally assessed in 2019/20 due to Covid, but when tested by teachers in Autumn 2020 results were good: 90% of pupils were 'working at' and 10% of pupils were 'working towards' expected levels.

Key Stage 2

- Analysis from Key stage 1 to Key Stage 2: 95% of pupils made expected or great than expected progress levels in Reading, 77% in writing and 75% in maths. It is also worth noting that 100% of the 9 SEN and 7 PP/LAC children showed expected (or greater than) progress in both reading and writing. (Maths had two pupils in both the SEN and PP/LAC categories making less than expected progress).
- In year 4 there is a target for 83% of children to be at expected or greater levels of working in reading, 71% in Writing and 74% in Maths by the end of the year. Currently the teacher assessments are showing 81% in reading, 65% in writing and 65% in maths.

School's perspective on Autumn 2020 data:

The school is pleased with progress that was made during Autumn 2020 following the lockdowns in spring/summer 2020. It is clear, however, that writing remains most affected, with maths also showing a gap compared to what would be expected had school closures not occurred. The gaps are possibly wider for the younger years.

Lockdown arrangements:

Teachers are working hard to try to make up ground from the last lockdown, and are now teaching about 1/3 of pupils in school and have a more structured learning timetable in place for all classes online. Governors have expressed how impressed we are with how the staff have adapted, yet again, to another lockdown.

Subject Link-support governors:

These meetings are underway. If you have any notes from your meeting, do circulate them to the clerk as this will support our bank of evidence. They are available if any additional governors would like to view these. The governors and staff are pleased with progress made in this area, and will pause any further contact until after half term, unless initiated by staff, as staff are under immense pressure. Mr Heather expressed that this is an important and impressive piece of governor work. This will be a regular discussion point at the C&S Subcommittee.

Ofsted readiness:

As outlined in the Chair's report.

SEND/PP Report:

This was circulated prior to the C&S meeting. We currently have 2 children in main school with Education Health and Care Plans (EHC Plans) with 3 more being applied for across the school. At present SEND pupils make up approximately 10% of the whole school; PP 10%; EAL 11%.

Policies:

The following policies were signed off after discussion: Remote learning, Children's discipline and behaviour policy, Initial Teacher Training, Medical Policy, Spiritual Moral Cultural Development Policy.

Once again, thank you to staff for going above and beyond in supporting children and such a stressful and difficult time. Also thank you to governors, especially those who are new, for getting stuck in with training, taking on subject-link governor roles and trying to support and understand the school especially in this remote season due to the pandemic. (End of report)

PW/DH encouraged subject link governors to give a pastoral communication to staff to show

**BM/P
W**

	support during this difficult period.																					
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	<p>The following policies were circulated prior to the meeting:</p> <p>Risk Mitigation</p> <p>Risk Assessment</p> <p>Child Protection and Safeguarding</p> <p>Learning Support</p> <p>Q: 1st page, children with SEN should it include 'disability'?</p> <p>A: TR to add.</p> <p>Q: The policy details that stage 1 is reviewed each term. Stage 2 needs confirmation re further meetings.</p> <p>A: TR will update.</p> <p>The policies were agreed virtually by all present, subject to minor updates. The verbal agreement of the committee and chair will replace the hard copy signature copy. This will be recorded and DH will file accordingly.</p>	<p>TR</p> <p>TR</p> <p>DH</p>																				
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	<p>Saints Alive Articles for 2021</p> <table border="1"> <tr> <td>February (by 15/1)</td> <td>Tessa Rees</td> </tr> <tr> <td>March (by 15/2)</td> <td>Bill Webb</td> </tr> <tr> <td>April (by 15/3)</td> <td>Andrew Wood / PTA (link gov)</td> </tr> <tr> <td>May (by 15/4)</td> <td>Emma Grimm</td> </tr> <tr> <td>June (by 15/5)</td> <td>Dave Heather</td> </tr> <tr> <td>July/August (by 15/6)</td> <td>Year 4's / Pulford paper – Tess/Bill led</td> </tr> <tr> <td>Sept (by 15/8)</td> <td>Paul Whittington – Chair of Governors</td> </tr> <tr> <td>Oct (by 15/9)</td> <td>Alison Quick</td> </tr> <tr> <td>Nov (by 15/10)</td> <td>Luisa Borelli – RE lead</td> </tr> <tr> <td>Dec (by 15/11)</td> <td>Beci Morley / Katrina Grant</td> </tr> </table>	February (by 15/1)	Tessa Rees	March (by 15/2)	Bill Webb	April (by 15/3)	Andrew Wood / PTA (link gov)	May (by 15/4)	Emma Grimm	June (by 15/5)	Dave Heather	July/August (by 15/6)	Year 4's / Pulford paper – Tess/Bill led	Sept (by 15/8)	Paul Whittington – Chair of Governors	Oct (by 15/9)	Alison Quick	Nov (by 15/10)	Luisa Borelli – RE lead	Dec (by 15/11)	Beci Morley / Katrina Grant	
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	<ul style="list-style-type: none"> • Resources –Wed 28th April 2021 • Curriculum –Tues 4th May 2021 • FGB –Wed 19th May 2021 <p>All governor meetings to start at 6.30pm in the staff room (or remotely whilst COVID restrictions remains in place).</p> <p>PW/AQ will inform governors of any additional meetings that need to be called during this unprecedented time.</p>																					
12.	The meeting closed at 7.45pm as Grace was said together.																					