



**Minutes of the meeting of Pulford Lower School Full Governing Board held
on Thursday 22nd October 2020 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 Alan Brandham was absent.</p> <p>Mr Heather opened with prayer.</p>	
2.	Declaration of Pecuniary Interests, Training and Monitoring Visits Update	
	<p>Updated forms were sent as part of the e pack. Some scanned copies / hard copies had already been received by AQ who will file accordingly. AQ prompted any outstanding documents to be returned as soon as possible.</p> <p>Verbally, no new pecuniary interests were declared.</p>	AQ
3 & 4.	Previous Full Governors Meeting Minutes	
	<p>The minutes of the meeting held on 21st May 2020 were circulated to all governors in their pack prior to the meeting. The following comments were noted:</p> <p>All actions taken. Further details re Subject Link Governors and SFTF will followed later in this meeting. Risk assessment has been placed on website. Safeguarding conversations ongoing between EB and DH. No site visits to date. However, EB will arrange this with DH before the Christmas break.</p> <p>The minutes of the extraordinary meeting held on 23rd September 2020 were circulated to all governors in their pack prior to the meeting. The following comments were noted:</p> <p>All actions fulfilled. Data was brought to the C&S; AQ confirmed that governor meetings can take the form of either face to face (socially distanced) or virtual (as long as governors can be seen when voting on any points).</p> <p>The committee were in agreement that actions from the previous FGB meetings (22/5/2020 and 23/9/2020) had been undertaken and that the minutes were a true reflection of the previous meetings. 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/EB
5.	Terms of Reference	
	<p>AQ advised the Governing board of the annual requirement to review any changes to the members of the relevant committees. It was confirmed that the committee members are now as follows: Disciplinary Committee – PW, LJ, BM Resources Committee – EB (Chair), AW (RO Vice-Chair), AB, DH, BW, PW, AQ (Clerk)</p>	

	Curriculum and Standards – BM (Chair), EG (Vice-Chair), RH, EG, LJ, TR, DH, EP, AQ (Clerk) Pay Review Committee – EB (Chair), AB, EP, BM Admissions and Appeals Committee – PW (Chair), DH, TR (Clerk)	
6.	Chair’s Report	
	<p>PW had circulated his report prior to the meeting. PW thanked the governors for their ongoing efforts and for attending the extraordinary FGB held in September. He also reiterated his thanks to Jon Chadwick and Bex Howe for their excellent work and contributions over their time as governors and restated his welcome to Katrina Grant and Geoff Huskisson.</p> <p>PW asked governors to note the detail in the School Evaluation Form (SEF) and the School Improvement Plan (SIP) as these would form a major part of any inspection that will take place. It is imperative that all governors know what the objectives are and how, as governors, we support the school in achieving these targets.</p> <p>The SIP was reviewed by Curriculum & Standards with all governors invited to attend. The 5 main areas for continuous improvement this year are:</p> <p>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>Schools for the Future (relates to objective 4): The ongoing project driven by the Local Authority for the changing landscape of schools in Leighton Buzzard and surrounding areas continues. House building out on the Clipstone Brook site has not visibly slowed and although the schedule on the LA side has pushed back slightly work is still taking place. As a school we have made the statement that: “We are able, in principle, to support the primary/secondary model [...] and that we are prepared to convert to a primary school with a PAN of not less than 45.” We provided several caveats with this sentence above in a fuller answer when this statement was shared with other schools in December last year and it was approved by the board back in May before that. DH and PW last met with the Local Authority in June 2020 but there was no major update other than the Fulbrook Pyramid has had its public consultation. That will be the next step for Leighton-Linslade. According to our latest information this “have your say” exercise will commence on 4th January 2021 and close at the end of March. The SFTF (Schools for The Future) working party will meet as necessary in response to the situation and developments. PW to consider co-opting one of our previous governors to this group for continuity.</p> <p>Subject Link-Support Governors: Thank you all governors who have signed up for these roles. This sits well under Curriculum and Standards committee. BM has taken the lead on this and reports further within subcommittee reports. BM and PW would like to respectfully request that everyone be in contact with their corresponding subject lead at some point over the next half term in the lead up to Christmas. It is important to convey that we are there to support and that we are in this together. At this point, governors should be offering support, especially at this time of heightened anxiety and workload. It is an Ofsted requirement that governors help ensure the delivery of the national curriculum and quality of education and as subject link-support governors we may be questioned on our subjects as will the subject lead staff, of course. PW asked governors to reach out to staff to get together and review each subject and gather that information to present at Curriculum and Standards committee so that we are actively engaged and informed about curriculum design at Pulford School. This will help strengthen us as school and board together.</p> <p>Parent View: It is one of the requirements of us as a governing board that we canvas the opinion of staff, parents and pupils at the school. Parent View is one of the ways in which we can understand</p>	<p>All govs</p> <p>PW/ DH</p>

how parents feel about the school. It is also something that Ofsted will look at. Each year the first time we write out to parents to ask them to fill in the survey it usually gains only a small response. This year is no different with only 10 respondents so far. As governors, please try to encourage parents to fill this in so it can be of value as a broad brush of parent opinions.

Training: PW highlighted the value of governor training. He pointed our new governors to attend the induction training (as a basic requirement) as soon as is convenient. This can be booked yourself via email to: gov.training@centralbedfordshire.gov.uk and Joanna Brown from CBC will respond. She is a fantastic support to all governors by the way and is willing and quick to answer any and all questions. CBC training continues in spite of the current situation and is being carried out via Microsoft Teams in the most part. I also note that from the list there are some courses taking place in person. By all means book yourselves on to what you are comfortable with. We pay an annual subscription for this privilege so please don't be shy!... do as much training as you feel able. Even if you want to go on a course you've been on before as a refresher. I will be looking to attend the Ofsted update on 20th Jan 2021, for example. I have attached the training list to the same email as this report (and added the timetable at the end). It is all our responsibilities to keep our skills up to date so please do take advantage. Other resources include the NGA Learning Link which is free for us to sign-up to and use. There is online training and other information there. And I have recently discovered that we can get access for a limited time to "The Key for School Governors". We don't pay for this but you can get a free trial. Please let AQ know of any courses you attend so she can annotate the governor matrix.

**KG /
GH**

All

7. 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. The statutory information that is not brought forward anywhere else is as follows:

Number of pupils currently on roll	271
Percentage attendance (2019/20) - pupils	94% due to COVID restrictions (attendance normally stands around 97%). No school refusers.
Percentage attendance (2019/20) - staff	Due to rotation of duties / COVID staff attendance has been excellent. No long term sickness.
Exclusions	0
Resignations	2 TA's Note: 1 teacher took retirement

All other legal information is within the SEF report; it is a potted history of last academic year achievements. The SEF was circulated in the e pack prior to the meeting. Within the Curriculum and Standard report that follows is the statistical data required. Within the Resources report that follows is the financial data required.

Communication:

As PW had mentioned there are too few Parent View responses in yet in order to analyse with any meaning. Of those returns received thus far, the feedback has been very positive. One area of improvement suggested by parents is under the heading 'what will children learn?'. DH shared some slight frustration as all this information is on our website, and is constantly updated. School had put out four separate requests to parents asking for Parent View feedback, sadly to receive only 13 responses (figures correct as of meeting date). School has used email, newsletters, website and facebook as forms of communications to try and capture parents' attention in different formats. This included explanation of how their responses will benefit their child as well as school as a whole.

DH

	<p>Q: Would it be better to promote the questionnaire further in to the academic year? A: The rationale is that it takes a while for replies to come through. Parents ‘valued’ schools more in September after summer break.</p> <p>Q: Is it possible to tap in to PTA class parent reps? A: LJ confirmed that there are no parent reps at this time. However, she would do what she could to circulate the request as a parent. We could consider the PTA reps when they are re-introduced.</p> <p>The SEF which was circulated prior to the meeting, reflected ‘normal’ schooling from September 2019 – March 2020. March 2020 – July 2020 reflects the extraordinary circumstances which COVID pandemic assumed. DH gave huge thanks to his staff for their extraordinary commitment.</p> <p>The SIP report is the overview of what is planned for this current academic year and is written with input from DH, the Schools Advisor and the School Leadership Team. The report was considered at the Curriculum & Standards meeting last month. After each of the five objectives the Governors will monitor each aspect of the SIP.</p> <p>The governors approved the School Improvement Plan.</p>	
8.	Safeguarding Update	
	<p>Safeguarding - EB checked signed the Single Central Record at her last on site visit 28/1/20 and has been in regular contact with DH regarding safeguarding across the school during COVID. EB to arrange date to attend site with DH. EB will update governors in due course. The risk assessment shows the extent in which the school is carrying out the necessary precautions regarding COVID. The plans have worked well thus far.</p> <p>GH and KG to meet AQ after school to carry out their DBS checks as new governors.</p> <p>Safeguarding Training The next whole school safeguarding training will be delivered on Monday 4th January 2021. PW confirmed that this should be undertaken once a year by all governors if possible, but this is not obligatory. However, all governors should read the Keeping Children Safe in Education (KCSIE) document and then confirm in writing that they have read (at least) Part One and the Annexes. These will be circulated prior to the January training. Further details to follow as confirmed - remote training / timings etc. Governors to pass names to AQ if able to attend.</p>	<p>EB</p> <p>GH/ KG</p> <p>All</p>
9.	Policies	
	<p>The Child Protection Policy was circulated prior to the meeting.</p> <p>TR to make the following amendments: Under Safer Recruitment - remove BW and add PW. The policy was agreed virtually by all present. The verbal agreement of the committee and chair will replace the hard copy signature copy. This will be recorded and TR will file accordingly.</p>	<p>TR</p> <p>TR</p>
10.	Sub Committee Reports	
	<p>Beci Morley brought the following Curriculum & Standards report.</p> <p>Summary of data discussion Whilst children’s standards have broadly dropped due to lockdown, the school is remaining ambitious in keeping targets for pupils in line with Spring 2020 data. Reading has broadly remained on track, with writing and maths seeing the biggest gap. Working in bubbles is providing some challenges, especially for maths mastery, but the school is rising to the challenge. Some examples of</p>	<p>BM</p>

interventions include DH and BW working with KS1 and KS2.

Remote teaching using google classrooms has been tested on Willow class, who needed to self-isolate for over a week due to a positive coronavirus case. Learning will be shared with other staff for any future needs to teach remotely. It took a day to get all the tech up and running for every child but after that 3 live lessons a day were delivered to the class with online resources also available. There was 100% attendance of pupils at the end of the time. Staff reported this went well, but was very time consuming and exhausting, with two-part time teachers working flat out. Well done to all involved in making this a success!

Other key points to note:

- Emma Grimm was elected as vice chair for this subcommittee.
- The SEND and PP report was presented at this meeting (attached for info).
- SIP

The draft School improvement plan was shared with all present and aligns well with the desire to raise pupils' attainment in handwriting and Maths. With SIAMS due this year, the focus on RE will be beneficial, although questions around broadening critical thinking beyond RE were also raised. A comment around artwork, its link to handwriting but also its intrinsic value was raised.

- Subject Link Governor Roles

A brief discussion around the various link governor roles were raised. A discussion on what this means in practise will take place at the FGB.

It is worth noting that from January we may get an Ofsted inspection so the more we can understand and feel confident in the full breadth of curriculum, the better.

Q: Have the subject SEF's been written yet?

A: Yes. TR suggested governors to look at these in order to get to know their subject. The SEF's are a short document which simply state where the subject is; three positive areas and one area of improvement.

Q: Could the half hour visits be fitted in to the school day?

A: If we include the children, then yes, going forward.

Q: Is there any further guidance for governors, with a view to Ofsted questions?

A: EG has produced a document. She will pass this to BM who will in turn draw the information together before passing to staff after half term.

Subject	Lead Teacher	Link Governor
RE	L Borrelli	Emma Grimm
Science	T Youngs	Emma Grimm
PHSE	D Heather	Lisa Jacobs
Geography	M Quick	Geoff Huskisson
History	G Nurden	Geoff Huskisson
Library	S O'Neill	Lisa Jacobs
EYFS	C Kirk	Katrina Grant
English	R Horsfield	Beci Morley
Art/D&T	R Horsfield	Beci Morley
MFL	B Webb	Ed Price
Music	D Heather	Ed Price
PE	L Dunstan	Ed Price
ICT	B Webb	Paul Whittington
Numeracy	R Pickering	Andrew Wood

BM had circulated a guidance sheet to support governors with this link role.

PW would like subject governors to be able to make contact with subject lead teachers via email / call / zoom, without over burdening them at this time. DH will pass this on to staff. This would ideally be done between now and Christmas.

EB brought the following Resources Report.

The Resources Committee met via Zoom on Wednesday 30 September. The key points discussed were as follows:

1) Budget Review:

- a) The main point of discussion was the forecast budget deficit of £35k due to continued impact of COVID-19 on income generating activities, which are down by approximately 30%.
- b) The application to the Pulford Trust for an additional grant of £25k, which was agreed in principle at the last FGB, was approved and we have since heard that this has been successful. This in addition to the £24k received in June 2020. Thanks go to the Trustees for their generosity and to Bill Webb for the work he has put in to make these applications.
- c) The income forecasts include £5k from the Job Retention Scheme, based on 5 staff who were previously furloughed and who will have met the minimum £520/month required by the Government and £10k of the £18k Catch-up Premium (the balancing £8k is due in the Summer 2021 Term).
- d) The NJC pay increase of 2.75% included within the budget has been agreed and will be backdated to 01/04/2020. The teacher pay review will be implemented with effect from 01/09/2020, after performance management conversations at the end of October.

2) Capital Works – Works to replace the heating system were completed over the summer period. Also new interactive whiteboards have been installed for KS1 and Beech class.

3) Policy updates – The Committee approved the Pay and Performance Policy

	<ul style="list-style-type: none"> Safeguarding and Health & Safety visits – It was agreed that EB would meet with DH after school later in the term. Safeguarding Training for staff and governors will take place on 4th January in the morning. <p>Appeals and Admissions – not met. Discipline Committee – not met.</p>																					
11.	Schools For The Future (SFTF) Update																					
	No further updates at this time.																					
12.	Any Other Business																					
	<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>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)	Katrina Grant	
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13.	Dates for meetings in 2021																					
	<ul style="list-style-type: none"> FGB – Wed 10th February 2021, Wed 19th May 2021 Resources – Wed 20th January 2021, Wed 28th April 2021 Curriculum – Tues 26th January 2021, Tues 4th 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>																					
14.	The meeting closed at 7.40pm as Grace was said together.																					