



**Minutes of the meeting of Pulford Lower School Full Governing Board held
on Wednesday 20th October 2021 6pm, School Hall**

1.	Registration, Apologies and Prayer	ACTION
	<p>Present: Mr D Heather (DH), Mr Paul Whittington (PW - Chair), Mrs T Rees (TR), 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), Ed Price (EP) and Mrs Katrina Grant (KG).</p> <p>Mrs Alison Quick (Clerk).</p> <p>Apologies received from Mrs Emma Birtles (EB) and Mr Geoff Huskisson (GH).</p> <p>Mother Cate opened in prayer.</p>	
2.	Declaration of Pecuniary Interests	
	No new pecuniary interests were declared. Copy of interests held on website.	
3 & 4.	Previous Full Governors Meeting Minutes	
	<p>The minutes of the meeting held on 19th May 2021 were circulated to all governors in their pack prior to the meeting.</p> <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. PW (Chair) to sign the hard copy of the minutes. This will be recorded and DH will file accordingly.</p>	DH
5.	Amend Term of Reference/Election of posts	
	<p>The clerk outlined the positions for election. The board elected the following:</p> <p>FGB: Chair - Paul Whittington (re-elected) Vice-Chair – Ed Price (re-elected)</p> <p>Resources: Chair – Emma Birtles (re-elected) Vice-Chair – Governors to consider this role.</p> <p>Curriculum & Standards: Chair – Beci Morley (re-elected) Vice-Chair – Ed Price</p> <p>Lisa Jacobs will take over as SEND subject link governor.</p> <p>The chair officially accepted Mr Brandham’s resignation from the Board and will write and let of thanks for his years of service as a Pulford Governor.</p> <p>(The resignation was received today, Wednesday 20th October, so actions to find a new LA representative will start.)</p>	PW
6.	Chair’s Report	
	<p>PW thanked staff and governors for their hard work and continuing support. Governor day, today, was a very positive experience. PW thanked governors for their attendance and the staff and pupils for their input.</p> <p><i>Governor Visits</i></p>	

He asked governors to consider arranging a more official governor visit to school. He highlighted the importance of these meetings which ensure we fulfil our governor roles by getting feedback from children, staff and parents. Governors can cover a lot in our reports when we talk to children and staff and observe progress through childrens' books. The chair thanked the governors for their commitment to the learning walks/subject link visits which is adding to the wealth of knowledge we hold as a board. The chair encouraged governors to can go in to school with our report template, that we have developed together, and put this to use to verify actions and goals set out in the SIP (School Improvement Plan) and provide evidence of this development. The governor visit template can be used to focus on an element of the SIP or an agreed action that has come out of our subject link-support governor work in order to show evidence of its implementation "I've been, I've seen" – "I've seen the evidence of what has been happening". Both types of visit are valuable of course and are very welcome, but I feel we should now move more towards the second type of visit with more purpose and support. This will support our evidence reports which link to the School Improvement Plan – triangulate visit, SIP, outcome. Our minimum requirement for governor visits to school is one each per year.

School Improvement Plan

The board was asked to pay particular attention to the School SEF (Self-Evaluation) and the SIP (School Improvement Plan). If you have questions then please raise them. We are required as a board at this meeting to sign-off the SIP for the academic year. This means we have guided and agree with the school's strategic direction for the coming year. This is one of our most important strategic tasks as governors.

Here is a reminder of the SIP objectives. We should all know and be able to articulate these:

Objective 1: Embed the 'mastery' approach to the teaching and learning of maths across the school

Objective 2: Make short term adaptations to the intended curriculum and ensure that its implementation enables all pupils to bridge identified gaps in their learning journey. (Including the use of on line platforms as appropriate)

Objective 3: Subject leads to identify and drive agreed improvements to the curriculum following analysis of the subject SEF

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: To identify and implement the enhanced accessibility plan to result in a more inclusive environment

Objective 6: To continue our journey in developing a comprehensive approach to diversity

Please note objective 3 – Subject link governors should be asking for the results of the subject SEFs for this year and reviewing what is the intended development plan within each subject. In short, what action is being taken as a result of the SEF (Intent), how will this be delivered (Implementation) and what the evidence of this change is (Impact)² .

The board, through the governor reports, should focus on an element of the SEF and witness how a change is being implemented and, later in the year, report on the impact of this change. This is an opportunity, as a governing board, to provide real support to our subject leaders. Please take time to discuss this with them. This also fulfils another of our key requirements as governors which is to assure the quality delivery of the national curriculum by being actively involved in curriculum design.

Q: How do we know the handwriting and art objectives have been accomplished? Why taken off?

A: Put on to help with dexterity following Covid/absences from school. All improvements made and implemented daily. Cursive handwriting now embedded in daily use within all key stages.

Q: Considered equal weighting?

A: First three points are for curriculum; points 4,5 and 6 are more specific objectives.

The School Improvement Plan was agreed by all governors and signed off by PW on behalf of the Full Governor Board.

OFSTED and SIAMS

SIAMS are not 'due' this year however we must remain to be ready.

The governors were made aware that Ofsted had recently been to a number of schools within the town. We should expect a visit. In preparation for this and to ensure we keep abreast of all that is going on within Pulford we have our SIA (Schools Improvement Advisor), Michelle Geddes, conduct a 'MockStEd' attending school this Friday (22nd Oct). This will be a very worthwhile learning experience.

PULFORD VISION

Our Vision statement: "Growing God's family through faith, hope and love, dedicated to realising the full potential of each other." The children, staff and governors should be able to articulate that our values at Pulford are based upon "Faith, Hope and Love". This is following the principle of keep-it-simple. If we can articulate our vision in a simple way then we can prove that we know what it means and what matters to us – the Pulford family. The website prospectus holds details of our vision, mission and values. Over the next few terms school will focus on each of the values of 'faith', 'hope' and 'love' and explore what each element means more deeply. This will also help to embed the vision.

PARENTVIEW

It is important to state the importance of Parentview online. We currently have less than 30 responses and we need approximately 80 to give a view that crosses the whole school. Please encourage parents to give their views. We have a 92% recommendation rating which is good – "I would recommend this school to another parent." Some of the fields show that the response is from 'fewer than 10' so please take that in to consideration when looking at the reviews.

SUBJECT LINK

The chair thanked the Subject Link-Support Governors for their efforts. The latest reports attached in the meeting pack, showed this. The feedback from the school is really positive, so well done and keep up the good work. The chair asked subject link governors to plan their next meeting for next term and, as mentioned above, give some thought to subject SEF and how that translates into Intent, Implementation and Impact including how to show evidence of this together with your subject lead.

SCHOOLS FOR THE FUTURE (relates to SIP objective 4)

No further updates at this time other than to say there is a meeting in November.

TRAINING

The chair reminded governors of training via CBC, The Key or NGA.

WORDING FOR FORTHCOMING GOVERNOR VACANCIES

The new explanatory notes/wording shared in the epack was agreed by all present. The board thanked EG for her input. The clerk will save this for future use.

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.

VISION – FAITH, HOPE & LOVE.

We are going to launch it with the children over the next term. Resource by Hillsong being used as a spring board. More information at next meeting. Clergy have started to embed these. Vision statement will be at front of school.

Q: How will this go out to parents?

A: Co-ordinating with Diocese and Hillsong. DH to consider how this will be communicated.

Reflective area being enlarged and refreshed – more visual. Displays in the hall to help focus during worship.

SUBJECT LINK GOVERNORS

Subject link visits are embedding governor knowledge. These visits help the children to explain and talk to adults. Please see below the reports circulated prior to the meeting from visits undertaken since the last FGB:

Governor	Subject	Date of Visit
EP	PE & Music	5/7/21
KG	Early Years (new curriculum)	12/7/21
GH	Geography	23/9/21
BM	Literacy (inc phonics)	5/10/21
EG	Collective Worship	11/10/21

PARENT COMMUNICATIONS

DH was much encouraged to see parents back in the school for parents evening last week.

ACCESSIBILITY

At the beginning of term a child who is in a wheelchair started in Reception. Due to the age of our building some areas were not accessible to her. DH approached the Diocese who provided emergency funding to be able to build a path from the hall door down to the playground. This first stage of the project is now complete. A second path is being built in between KS1 and KS2 blocks to ensure accessibility for all, around the complete perimeter of the school. These works have yet to start.

PUPIL INFORMATION

257 children on roll.

Attendance: 98.2% (2020/2021). Very good attendance continues.

No exclusions.

No disciplinary.

Persistent Absentees - discussed at last meeting. The procedure for dealing with these instances takes place by the Senior Leadership Team; they are aware of reasons for these cases. There are no serious concerns. The information is communicated with the chair.

STAFF INFORMATION

Staff Attendance 2020/2021: 97.5%

4 resignations. Staff have gone on to: Care profession, teaching profession, NHS admin (family change), family relocation.

	<p>No vacancies at present.</p> <p>Wrap around care update: Mr Dunstan (current TFG) will be the Senior Play worker starting in January 2022. Also support sports and outdoor activities at lunchtime. PE will move to afternoons. This is a new role. Administration will now be from the front office offering additional support for parents. Mr Dunstan will remain as a TFG employee. This will be reviewed in summer 2022.</p>	
8.	Safeguarding Update	
	<p>EB to make site visit before end of year. EB absent due to sickness and will send updated report directly. (Details noted subsequently.)</p> <p>DH confirmed no safeguarding issues at this time.</p> <p>DH confirmed no issues of concern on site at this time.</p>	
9.	Committee and Subject Link Updates	
	<p>APPEALS AND ADMISSIONS COMMITTEE – not met.</p> <p>DISCIPLINE COMMITTEE – not met.</p> <p>RESOURCES COMMITTEE AW brought the following Summer 2021 Report:</p> <p><i>Budget Review</i></p> <p>a. At the end of period 5 (end August) figures reflected a cumulative predicted surplus of £8,475 and an in year deficit of £10,915.</p> <p>b. The end of September (period 6) figures, which will be available prior to the FGB meeting and are expected to show reduced position. This is due to Early Years adjustments arising from the 2020/21 census, which result in a reduced income of £2,781. A further negative adjustments is expected as a result of the October census. Bill Webb will be discussing this further with CBC finance to establish the financial impact.</p> <p>c. The summer works have all been completed and the final invoices are awaited. The work was funded from a combination of a contribution of £2,500 from the Schools Condition Allowance (LCA, formerly LCVAP – Locally Co-ordinated Voluntary Aided Programme), revenue of £3,500 plus PTA funds transferred.</p> <p>d. Accessibility works – Works to the PE cupboard, path, hall door and slope have been completed and were financed by a £21,000 accessibility grant from diocese and £2,500 SCA.</p> <p>e. Additional SEN costs of £2,000 were funded by CBC.</p> <p>f. There is no pay increase for teachers. Non-teaching staff have been offered 1.75% the unions have balloted members who have rejected the offer, they are now expected to ballot on industrial action. The increase has been included in the budget figures.</p> <p>g. Lettings income was budgeted to be £4,800 for full year; however, the Café in the Park closure and limited Summer Camps has reduced the forecast to £1,750. The income may recover when the Café re-opens next year.</p> <p>h. The income budgeted for Little Saints was budgeted £38,000 (an average 50 hours per day); however, uptake has increased in recent weeks and is now averaging 60 hours per day.</p> <p>i. The half year outturn and full year forecast are due to be submitted to CBC in October. The upturn in Little Saints Figures will offset some the negative census adjustments. An in-year deficit is likely; however, this will be covered by the £19,000 surplus from last year, which included accruals of £9,000 COVID catch-up premium and supplementary Free School Meals grant. The expectation is that the school budget will break even.</p> <p>j. The overall conclusion of the Committee was that the situation could have been much worse.</p> <p><i>Update On Summer Works</i></p>	

- a) As mentioned in the budget section above, all of the works planned over the summer were completed. These included:
- i) Works to make the one-way system permanent
 - ii) The accessibility works
 - iii) Interactive whiteboards (there are no longer any chalk boards in classrooms)
 - iv) Classroom decorations
- b) The accessibility works mean that all key parts of the school, apart from one of the offices, all areas are now fully accessible. The work was funded by the work was funded from a generous contribution from the diocese for which we are very grateful and underwritten by the PTA. Completion of the work had to wait for Leighton Middle to complete their boundary work; the contractors responded very quickly once they were able to get onto site.
- c) Over the summer holidays Leighton Middle erected a fence between the two sites. The Chair has briefed governors regarding this separately. The intention is to approach CBC to request reimbursement for the costs of installing the gates, which should have been included in the original design.
- d) It was agreed that the H&S and safeguarding reports would follow after EB's next site visit, which would be arranged as soon as possible.

Policy Updates

The committee approved the following polices:

- Pay & Performance (changes related to the structure charts and inclusion of the updated teacher pay scales)
- Charging and Remissions (no significant changes)
- Accessibility (as per the accessibility detail noted above).

Other Business

- a) The Committee was advised that Alan Brandham had resigned as the LA nominated governor, which leaves a vacancy on the governing body and the resources committee.
- b) Andrew Wood has announced that he will stand down as a parent governor at the end of his term (1 Dec 2021). There will, therefore, be a vacancy for the Responsible Officer role to fill.
- EB thanked both governors for their work on the board during their term.

Note: BW still working with CBC regarding lower numbers in pre-school. The budget is tight.

Q: Pre-school numbers low why?

A: It is the role out effect of Covid as more families are keeping young children at home with them whilst they are still home-based. These are expected to rise as of January 2022.

Q: Pay increases...see noted above...impact may or may not be having? Industrial action?

A: Unionised non teaching staff, 3 or 4 staff.

PW thanked AW for the work undertaken during his time on the board and as Responsible Officer.

CURRICULUM AND STANDARDS COMMITTEE

BM brought the following Summer 2021 report from the sub-committee:

Visits

Mr Heather highlighted how good it has been for governors to go back into school to visit, see teaching in action and talk direct to the children about their learning. Whilst it is good to consider data, talking direct to the children and seeing evidence of progress in books/teaching is very important. Governors who have visited have enjoyed seeing teaching in action. *Please do continue to visit the school when you can, and share any notes/reports from your visits with other governors.*

SEND

Main updates: There are currently 5 children with an Education Health and Care Plans (although 3 of these are only in principle). The school has responded very quickly to needs of new pupils making the space more accessible and inclusive for wheelchair users. It was highlighted how much pupil premium numbers have increased and also pupils with English as an Additional Language.

DATA for year-end summer 2021

C&S sub-committee looked back at data presented in two different formats. It is encouraging to see children make progress despite Covid lockdowns. The younger the children, the bigger the impact of lockdown appears to have had. The SEF gives a useful summary on progress across key stages:

EYFS

76% of children achieved a Good Level of Development in Summer 2021

Phonics Year 1

Summer 2021, 76% of pupils achieved the expected standard in the non-compulsory post COVID Year 1 phonics screening check. A further 8 pupils [17%] scored 24 marks or more, indicating that the proportion meeting the standard should rise to 88% by the time they take the additional national screening check in November 2021, when they are in Year 2. This will place the outcomes at well above the most recent national average rates.

KS1

In reading, 80% of pupils made expected progress or better, with 5% making accelerated progress
In writing, 71% of pupils made expected progress or better, with 8% making accelerated progress.
In maths, 83% of pupils made expected progress or better, with 5% making accelerated progress.
Disadvantaged pupil made similar strong progress to their peers. Expected progress made in writing and maths with one child making accelerated progress in reading.

Year 4

In reading, 97% of pupils made expected progress or better, with 10% making accelerated progress.
In writing, 85% of pupils made expected progress or better, with 3% making accelerated progress.
In maths, 78% of pupils made expected progress or better with 5% making accelerated progress
Disadvantaged pupils made excellent progress, with 100% making expected or better progress in reading and writing, and 83% in maths.

Baseline Data for this Year

Baseline data was finalised and communicated to the sub-committee after the C&S meeting. It was made clear that baseline data is where children are currently, and targets are aspirational. Current predictions for end of year (summer 2022) for those reaching or exceeding expected targets are:

EYFS GLD 69%

Year 1 targets: 95% reading, 84% writing, 91% maths

Year 1 phonics: target still to be set.

Year 2 targets: 81% in Reading, 78% in Writing and 86% Maths

Year 3 targets: 79% Reading, 71% Writing, 73% Maths

Year 4 targets: 81% Reading, 79% Writing, 79% Maths

Teaching

C&S discussed and clarified Quality First Teaching and the idea of teaching universally, in groups and then individually.

SIP

We discussed objectives in the SIP going forward and agreed these were appropriate. The areas

	<p>highlighted were also discussed at Mr Heather’s appraisal meeting. The six objectives were highlighted (as in chair’s report above).</p> <p><i>Policies</i> Positive Handling, Drug Education and Curriculum Intent were agreed. We suggested a few changes including highlighting that we have link subject governors within the Policy.</p> <p><i>Administration</i> There is a real desire to remove administration where possible from teaching staff to allow them the maximum time possible face to face with children. Governors to be aware of this.</p> <p>Q: In baseline targets, Y3 targets seem to be lower than others. Reasoning? A: To note, current Y3’s last full year was in reception. Current Y3’s are not where teachers would usually expect them to be at that point. Teachers use previous data for each child to see where their target should be set.</p> <p>Q: In baseline, please give definition of 1,2,3. A: 1 below age related, 2 at age related, 3 above age related</p> <p>Subject Link Reports. DH thanked all governors for coming in to do the reports/visits. Just one example/action point from a previous Geography & History subject link visit was to have display map/s around school. The large map is now displayed and has been used to integrate diversity as teachers asked families to note where their family origins are from. These are highlighted on the world map.</p> <p>Q: Is there sufficient curriculum time given for PE outside that of the TFG lessons? A: TFG used regular weekly PE input. At this time, post pandemic, we are building up the activities again as we are able to use inside and outside spaces. Also using outside spaces for regular sports and activities ie the daily mile.</p>					
9.	<p>Policies</p>					
	<p>The following policies were circulated prior to the meeting:</p> <p>Peer on Peer Abuse Policy</p> <p>Q: If there is a vulnerable child that has done something? How are children questioned? Ask other children? A: Yes. Appropriate techniques used.</p> <p>The policies were agreed virtually by all present, subject to minor changes. The chair signed the hard copy signature copy. This will be recorded and DH will file accordingly.</p> <p>As noted in the Chair’s report, the School Improvement Plan signed off.</p>					
10.	<p>Any Other Business</p> <p><i>Staff well being governor (new post).</i> EP has taken on this role and has met with RH (staff governor). This role offers support for both teaching and non-teaching staff. Rev. Cate is also happy to take part in supporting this initiative, particularly so post-Covid, with pastoral/confidential conversations. AQ will pass this on to the non-teaching team within the school. PW/EP to write a letter of thanks to all staff.</p> <p><i>Saints Alive Articles for 2021/22</i></p> <table border="1" data-bbox="236 1982 1382 2054"> <tr> <td data-bbox="236 1982 603 2020">February (by 15/1)</td> <td data-bbox="603 1982 1382 2020">Tessa Rees</td> </tr> <tr> <td data-bbox="236 2020 603 2054">March (by 15/2)</td> <td data-bbox="603 2020 1382 2054">Bill Webb</td> </tr> </table>	February (by 15/1)	Tessa Rees	March (by 15/2)	Bill Webb	<p>AQ/ PW/ EP</p>
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11.	Dates for meetings in 2022																	
	<ul style="list-style-type: none"> • Resources Wednesday 19th January 2022 (amended date) Tuesday 26th April 2022 • Curriculum Wednesday 26th January 2022 (amended date) Tuesday 3rd May 2022 • FGB Wednesday 9th February 2022 Wednesday 18th May 2022 <p>All governor meetings to start at 6pm. Sub-committees will remain on a virtual platform whilst Full Governing Board meetings will take place face to face in the school hall from the autumn term.</p>																	
12.	The meeting closed at 7.45pm as Grace was said together.																	