



**Minutes of the meeting of Pulford Lower School Full Governing Board held
on Wednesday 9th February 2022 6pm, School Hall (with remote link)**

1.	Registration, Apologies and Prayer	ACTION
	<p>Present: Mr D Heather (DH), Mr Paul Whittington (PW - Chair), Mrs T Rees (TR), Mrs Rosie Horsfield (RH), Mother Cate Irvine (CI), Mrs Emma Birtles (EB), Mr Geoff Huskisson (GH) and Mrs Lisa Jacobs (LJ) were present in the hall.</p> <p>Mr Edward Price (EP – Vice chair), Mrs Emma Grimm (EG) and Mabel Akin-Esho (MA-E) joined remotely.</p> <p>Mrs Alison Quick (Clerk).</p> <p>Apologies received from Mr Bill Webb (BW) and Mrs Beci Morley (BM). The Governing Board sent their congratulations to Mr & Mrs Morley on the birth of their second daughter.</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 20th October 2021 were circulated to all governors in their pack prior to the meeting.</p> <p>PW to send letter to AB in due course.</p> <p>The Chair noted the following vacancies: Resources Vice-chair or Responsible Officer. Of those in attendance, no-one felt able to take on these additional roles at this time. Ongoing discussions.</p> <p>The committee were in agreement that all other actions had been undertaken and that the minutes were a true reflection of the previous meeting. PW (Chair) signed the hard copy of the minutes. This will be recorded and DH will file accordingly.</p>	DH
5.	Chair’s Report	
	<p>PW began by noting the levels of staff absence this term due to Covid and isolation; numbers being as high as 9 staff (teaching and support staff) off at one point in time. Things are better at present as we head towards half term. On behalf of the board PW thanked all staff for covering for each other and for keeping Pulford open and running.</p> <p><i>Governing Board Changes</i> Katrina Grant has stepped down from our board for personal reasons. There is a PCC meeting at All Saints Church tomorrow evening at which there will be an election for a Foundation Governor to fill her position. I am informed there are four candidates standing.</p> <p>Openings on the Board Clerk: This is Mrs. Quick’s last meeting as our clerk. On behalf of the board we thank her for her excellent service and wish her well. PW has put an advert on the NGA (National Governance Association) web site and we have mentioned it on the Pulford School</p>	

Facebook page and it will go out in the newsletter this week. Good clerks are hard to come by and have varying levels of experience but I would encourage anyone who is organised, can keep good quality minutes and is interested in learning more about governance to please get in touch.

Responsible Officer

PW gave a brief overview of what this role entails and asked governors to consider this role. The previous RO also held the subject link role for numeracy. The roles worked well together.

Subject Link-Support Meetings and Reports

PW outlined the importance of these links as they help governors ensure the delivery of the national curriculum. The reports help to provide evidence of the implementation and impact of curriculum design across all the subjects in the school. Please keep up the good work on your link-support meetings and reports. We are aiming for one meeting per term but how this meeting is carried out – zoom, telephone or in person is up to you. Just be mindful of the broader situation with Covid and staffing. I understand that for this term we have as yet to be confirmed meetings for ICT MFL, PHSE, Literacy and Numeracy. EP to temporarily cover literacy whilst BM on maternity leave.

In-School Visits

We would welcome more visits from governors in school this next half term and Summer term. Please have a think about this. We have the subject link-support visits / meetings but it would be good for us all to be in the classroom more. PW suggested Governors choose an element from the School Improvement Plan or an area within a subject that has been identified for improvement and then your report can support how this is being implemented and provide observation of the impact it is having. Please use the agreed report template for these. Governors are tasked to get feedback from children, staff and parents and we can cover a lot in our reports when we talk to children and staff and observe progress through children’s books. As a quick reminder there should be two types of governor visit to school: 1) Learning walk – less formal. No requirement for a written report but some summary notes are very welcome for the record 2) Governor visit – more formal. The visit template we have developed should 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”. GH confirmed a visit and he will link it to one of the points on the SIP. MA-E has volunteered to do a general visit (guidance requested as this is to be her first ‘official’ visit). PW thanked GH and MA-E.

School Improvement Plan

The six objectives of the SIP were outlined for reference.

OFSTED and SIAMS

No update on Ofsted inspections. From SIAMS I have been informed that inspections will resume at the end of February 2022.

Pulford Vision

For reference and refresher - “Growing God’s family through faith, hope and love, dedicated to realising the full potential of each other.”

Schools for the Future (relates to SIP objective 4)

There have been a couple of letters regarding changes to SFF (Schools for the Future) Principles and Policies. None of these appear to affect us at this time. However, on the SFF website shows the Two Tier Transition Date (Subject to review against growth and agreed model) is now listed for the Leighton-Linslade area as 2026/27. This appears to be a further one year push-back and is now 3

EP

GH /
MA-E

	<p>years later than when this was first announced in this round.</p> <p><i>Training</i> PW asked Governors to consider their training requirements. To book yourself on to training contact Alison first and then email: gov.training@centralbedfordshire.gov.uk and Anisa Nasir from CBC will respond. Other resources • NGA Learning Link – free to sign-up and use. (Online training and other information) • “The Key for School Governors” – limited time access.</p>	
6.	Head teacher’s Report	
	<p>DH confirmed that the distribution of functions within the Board 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 following information is to be noted:</p> <p><i>Exclusions</i> None.</p> <p><i>Pupil attendance</i> 97.11% (to 9/2/22)</p> <p><i>Covid Update</i> The Government appear to be moving towards removing all isolation. DH watching updates closely. Our current practices will be kept if we consider them helpful (ie one way system, lunch with cohort) but others will revert back to pre-Covid arrangements (ie two worship slots per day).</p> <p>Huge congratulations to Mr Dunstan and his team for the positive, newly branded afterschool club. As lead, Mr Dunstan has injected great energy and enthusiasm. LD to present at next FGB.</p>	DH
7.	Safeguarding Report	
	<p>EB informed Governors of the way in which she undertakes the safeguarding meetings with DH, running through a formal checklist to go through the assessment each time.</p> <p>Q: Would it be possible to file the checklist in the case of external visitors? A: Yes.</p> <p>EB was happy that safeguarding and staff welfare is in an even stronger place now, than pre-pandemic.</p> <p>TR was thanked for her constant risk assessment updates. The work was very much appreciated by all. EB also wanted to thank the staff team for their tireless work over the last two years; especially for ensuring that keyworker and vulnerable children had a safe and familiar place to come to, right from the outset of the pandemic.</p> <p>Single Central Register was up to date and signed as of last safeguarding visit.</p> <p>PW, EP, CI, BM, GH, LJ attended the annual safeguarding training. AQ has the attendance log.</p>	EB
8.	Committee and Subject Link Updates	
	<p>APPEALS AND ADMISSIONS COMMITTEE – not met. Ratify Admission Criteria for 2023/24. AQ to note in newsletter to parents that the church make themselves know at services.</p>	AQ

DISCIPLINE COMMITTEE – not met.

RESOURCES COMMITTEE - The Resources Committee met via Zoom on Wednesday 20th January. The key points discussed were as follows:

1. Budget Review:

- a. At the end of period 9 (end December) figures reflected a cumulative predicted surplus of £5,841 and an in-year deficit of £13,549. This is a slightly reduced position to that reported to the last FGB due to Early Years negative adjustments arising from October 2021 census. This was anticipated and was confirmed in January.
- b. The budget includes a 1.75% increase for NJC non-teaching staff, which has been held up by the Unison balloting members on industrial action for which there was insufficient support. CBC has confirmed that the pay increases will be made in April.
- c. Income from Little Saints in December was in line with the budget, with an average of 64 hours per day. There has been a steady increase in numbers since Christmas.
- d. The year-end forecast assumes accruals in 2021/22 for the phased payments for the COVID19 Recovery Premium funding of £2,755 and School-led tutoring grant of £1,620 total. Confirmation is awaited from CBC that this is correct; however, these amounts may be moved to next year's budget.
- e. The accounts must be submitted to CBC by 4 March 2022, which means that March figures will be accrued for.
- f. The school must submit its Schools Financial Value Standard (SFVS) by the end of March. This requires input from the Responsible Officer, as Andrew Woods has resigned from the Governing Body it is important that we appoint a new RO during the FGB meeting. Andrew has kindly offered to provide support to whoever is appointed.
- g. The budget for 2022/23 must be submitted to CBC in early May and will be presented to the next FGB for approval. We should know the settlement sometime this month; however, we do know that CBC will receive an overall increase of 5.4%. The increase will cover some things that were previously funded separately. We also expect to receive the Schools Supplementary Grant of £97 per pupil (£3,680) and Free School Meals grant of £85 per eligible pupil (based on the October 2021 census).

2. Performance Management Update:

- a. There has been previous discussion about how to ensure that Governors had sufficient oversight of the staff performance management outcomes whilst protecting the confidentiality of individual members of staff. PW has attended training where it was recommended that one governor reviewed the full details with DH and then makes general recommendation to the Resources Committee. This was supported as a sensible approach.
- b. DH reported that 4 members of teaching staff had been awarded incremental pay increases for meeting performance targets. All increased by one point on the salary scale (2 of these are on the main pay scale, 1 is on the upper pay scale, 1 on the leadership scale). These are separate to the cost-of-living increases.

3. Policy Review

The committee considered the following policies:

- Finance Manual – The changes are minor and relate mainly to dates. The sub-committee agreed to recommend this to the FGB, but supports the suggestion from DH/BW that this requires a complete review once the new RO is in place. EB to liaise with DH/WW regarding RO / SFVS.

At this point in the meeting, the FGB ratified the Finance Manual.

- SFVS – mentioned above, which when entered onto the Government system, returns a RAG coded report to indicate the areas of spending. This was approved by the committee.
- Equality Statement – It was agreed that this should be referred to the FGB for approval as it is of interest to all Governors. AQ to circulate this for FGB information.
- Lockdown Policy (not Covid) – There were no major changes and this was approved by the committee. The termly practices have lapsed due to Covid; however, they will be reinstated now that day to day are returning to normal.
- Health, Safety and Security – There are no major changes and the policy was approved by the committee. It was noted that the policy had been put into practice throughout Covid. The significant amount of time and effort on the part of Mrs Rees in producing and updating the risk assessments is very much appreciated.
- Staff Code of Conduct – There were no major changes and this was approved by the committee.

4. Premises and Health and Safety

- a. The accessibility works have been completed and the only place that is not accessible to all children, internally, is BW/AQ's office.
- b. The ramp between KS1 and KS2 will extend to the playground. The funding is in place and the survey has been completed.
- c. Some minor works are scheduled to be completed during the February half term, which will be funded out of revenue.
- d. An application has been submitted for funding to put a canopy between KS1 and KS2 to ensure that the ramp is weather protected and that there is an additional outside learning space. School is waiting to hear whether this has been successful.
- e. EB/DH carried out a full safeguarding and H&S visit on 7th December 2021. All was in order.

At this point, DH noted the next part of the accessibility work – the ramp between KS1 and KS2) will start next week (w/c 14th February). The third stage will be undertaken in the summer to make this area weatherproof.

5. Other Business

- a. The Committee was advised that there are now two vacancies on the FGB due to Alan Brandham resigning as the LA nominated governor and Katrina Grant standing down for personal reasons.
- b. AQ has announced that she will be standing down as Clerk after the next FGB. The Committee thanked her for all of her support over the past few years.

AQ

CURRICULUM AND STANDARDS COMMITTEE

After some technical / connection difficulties, EP brought the following report:

EP re-iterated thanks to all staff the maintain learning and well-being in extremely difficult circumstances.

Attainment data headlines

Ofsted are looking differently at these figs. Not now as data comparison to other schools but looking more at children’s progress / building and retaining knowledge.

Reading and maths data is broadly in line with targets. Writing has fallen behind in comparison but this is not unique to Pulford. To aim to rectify this, a ‘non negotiables’ list is now used to focus on quality over quantity. Writing is a focus within all subjects.

SEND Report

Emphasised impact of Covid / challenge on mental health and socialising (the latter, particularly noticeable in Pre-school children).

SEND support returning - LC2 worker has returned from maternity leave and additional LC2 staff are on hand.

Pupil Premium tutoring is for PP children and those who have not met expect targets.

Reported drop in those making more than expected prog. Consideration being given on how to synergise the transition data between EY and KS1 as the headers do not replicate.

All policies agreed, after small changes in language.

Maths deep dive feedback

Many positives as well as some areas for improvement. All of the latter being addressed. Other subject leads looked at this visit and how they could implement it in their own subject area.

Subject Link Visit Reports – starting to open up again.

Wrap around care – particularly positive feedback on the new set up. Again, thanks to Mr Dunstan for leading this.

9. Policies

The following policies were circulated prior to the meeting:

Whistleblowing

Learning Support

Statement of Procedure for dealing with allegations of abuse

The policies were agreed by all present. The chair signed the hard copy signature copy. This will be recorded and DH will file accordingly.

10. Any Other Business

Trust Application

In BW’s absence the clerk brought forward the details of the proposed application to the Pulford Trust.

The Governing Board of Pulford School approves an application to the Pulford Trust for funding to purchase disability access equipment, replacement laptops and other IT equipment, a new phonics programme and associated aligned reading books, and replacement digital piano.

LJ suggested that any obsolete IT equipment may be considered for charity. The board agreed. Await agreement from Trust and then take further action as appropriate.

Saints Alive Articles for 2021/22 – Governors, please make a note of your article date.

April (by 15/3)	Ed Price
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)	Geoff Huskisson
Nov (by 15/10)	Luisa Borelli – RE lead
Dec (by 15/11)	Katrina Grant

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
LJ	EYPP/SEN	19/11/21
LJ	PSHE	12/1/22
LJ	Library	26/1/22

Any Other Business:

Q: Following on from a recent local news event, how do we approach LGBTQ+ in school?

A: It is very much in the new PSHE subject and the diversity group are going to be funding more books to cover these topics in an age appropriate way.

11. Dates for meetings in 2022

- **Resources**

Tuesday 26th April 2022

- **Curriculum**

Tuesday 3rd May 2022

- **FGB**

Wednesday 18th May 2022

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.

12. The meeting closed at 7.40pm as Grace was said together.